

## GOVERNOR OF MISSOURI

JEFFERSON CITY

JEREMIAH W. CIATINIKON

65102

P.O.Box 720 (670) 781-0202

The Honorable Rubin Carnahan Secretary of State
Capitol Building, Room 208
Jufferson City, Missuuri 65101

Dear Secretary Carnaban:

The attached revised departmental plan for the Office of Administration dated November 28, 2012 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

GOYDANOR

2-28-2012

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State of Missouri OFFICE OF ADMINISTRATION Post Office Box 809 Jaffetson City, Missouri 65102 Phone: (573) 751-1851 FAX: (573) 751-1212

Jeremiah W. (Jay) Nixon Governor

Doug Nelson Acting Commissioner

November 28, 2012

The Honorable Jeramiah W. (Jay) Nixon Governor of Missouri State Capitol, Room 216 Jefferson City, Missouri 65101

Dear Governor Nixon:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached updated department plan for the Office of Administration. Changes to the plan update OA's structure to reflect

- Detellion of the Martin Luther King Jr. State Celebretion Commission. Effective July 1, 2012 the
  commission's budget and administrative oversight was transferred from OA to the Department of
  Labor and Industrial Relations' Human Rights Commission. This change is also made on the
  department's organizational chart.
- · Minor updates to the descriptions of my office, divisions, and assigned entities.

Please find the altached department plan, organizational chart, and executive salary schedule submitted for your approval.

Acting Commissioner of Administration

Enclosures

#### Office of Administration

The Office of Administration is the state's service and administrative control agency. Created by the general assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974.

The chief administrative officer is the Commissioner of Administration, who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Deputy Commissioner / Chief Counsel, Assistant Commissioner and the directors of the divisions who report directly to him. The divisions are Accounting; Budget and Pfanning; Facilities Management, Design and Construction; General Services; Information Technology Services; and Purchasing and Materials Management. The Director of the Division of Personnel is appointed by the Governor and reports to the Commissioner of Administration.

The Office of Equal Opportunity, created by Executive Order to-24, assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services, and operation of facilities.

The Commissioner's Office also coordinates the state's reporting related to the American Recovery and Reinvestment Act of 2009.

#### Division of Accounting

The Division of Accounting (DoA) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The DoA publishes annual statewide financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings, and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

## Division of Budget and Planning

The Division of Budget and Planning (DBP) analyzea state government programs and provides recommendations and information to the Commissioner of Administration, Governor, general assembly, and state agencies regarding fiscal and other policies. The DBP prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analyses. To assist in state government management, the DBP controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The DBP prepares population estimates and projections required by state and local agencies, and is Missouri's liaison to the United States Bureau of the Census.

## Division of Facilities Management, Design and Construction

The Division of Facilities Management, Design and Construction (FMDC) operates, maintains, and manages state-owned office buildings and other structures at the seat of government and other locations within the state. FMDC oversees leased property for agencies elahewide and is also responsible for design, construction, renovation, and repair of state facilities. Review of all requests for appropriations for capital improvements also falls under the responsibilities of FMDC.

The division's Administrative/Legal Unit consists of the following sections: Legal, Contracts, Fiscal/Accounting, and Employee Relations. This unit has oversight of the division's overall administrative and fiscal issues. The Real Estate Services fiscal section provides budgeting and payment processing for stale-owned and leased facilities.

The Operations/Planning Unit maintains state-owned buildings and grounds for agencies that are tenants in state-owned office buildings as well as buildings for the Department of Corrections, Elementary and Secondary Education, Mental Health, Youth Services, and the Missouri Highway Patrol. The division maneges structures in the capitol complex, including the State Capitol and the executive mansion. In addition, the unit operates state office buildings in St. Joseph, Kansas City, Springfield, and St. Louis. Institutional operations include providing maintenance management services for correctional, mental health, highway patrol, youth services, and stafe school facilities. These services include providing the maintenance management staff and the authorization and administration of maintenance funding.

In addition, this unit is responsible for the oversight of maintenance and repair as well as new construction projects at state facilities (excluding Higher Education, Conservation, and Missouri Department of Transportation projects). The unit develops, contracts, reviews and has oversight of plans and specifications for statewide construction, selects architectural/engineering consultants, and oversees expenditures of capital improvement appropriations statewide. The unit also has oversight of the state's ID Badge Security System.

The Energy Unit is responsible for monitoring energy consumption in state-owned buildings and continues to develop and implement programs to help departments comply with the Governor's Executive Order 09-18, mandating a reduction of energy consumption in state-owned buildings. This unit also assists SEMA in providing emergency services during disaster relief efforts.

The Real Estate Services Unit coordinates real estate transactions on behalf of the state to include conveyance of state-owned property, purchase of property and granting easements. The unit also oversees leases within state-owned and leased space for state agencies throughout Missouri.

## Division of General Services

The Division of General Services provides essential support services to state departments and to the Office of Administration. State Printing provides comprehensive reproduction services including design, printing, finishing, and quick copy services. Central Mail Services advises agencies on efficient mailing practices, and provides comprehensive mailing services to most state agencies operating within the Jefferson City area. Risk Management administers the Legal Expense Fund and the workers' compensation program for state employees, purchases insurance as required, and advises state agencies on risk management issues. Vehicle Maintenance operates a centralized maintenance facility to provide mechanical repairs and body shop services for state vehicles based in the Mid-Missouri area. Fleet Management establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; operates a consolidated car pool serving agencies in the Jefferson City area; and serves as a resource for fleet management issues. General Services also provides administrative support and staffing to operate the Missouri Public Entity Risk Management Fund (MOPERM) program and coordinates the Missouri State Employees Charitable Campaign.

#### Information Technology Services Division

The mission of the Information Technology Services Division (ITSD) is to provide technology services and solutions to the state's departments and agencies so that they can efficiently and effectively fulfill their missions. The division provides network, data center, and telecommunication services for most of Missouri State Government. Led by the Chief Information Officer, the division sets a foundation for a unified IT office that delivers superior quality at reduced cost.

#### Division of Personnel

The Division of Personnel (DoP) is responsible for administering the State's Merit System, overseeing the Uniform Classification and Pay System, and developing and administering a management training program, as established in the State Personnel Law (Chapter 36, RSMo). Division staff provide consultation on a variety of human resources topics.

The Missouri Merit System Is based on the principles of merit and fitness as determined by compellitive examinations for employment, as well as objective and consistent human resource management policies and procedures. Approximately 33,000 state employees in six state departments (Office of Administration, Corrections, Health and Senior Services, Mental Health, Natural Resources, and Social Services) and sections of three other departments (Economic Development, Labor and Industrial Relations and Public Safety) comprise the Missouri Merit System.

The Uniform Classification and Pay (UCP) system is designed to promote equity in pay among state employees in most executive branch agencies and to provide coordinated compensation policies. The UCP system covers approximately 35,000 employees of merit system agencies and employees from the departments of Agriculture, Economic Development, Higher Education (excluding colleges and universilies), Insurance, Financial Institutions and Professional Registration, Labor and Industrial Relations, Public Safety, and Revenue.

The DoP is comprised of four distinct sections.

- The Employee Services Section develops and administers position classification for agencies covered by the UCP System; ensures employees are assigned to appropriate job classes and that new job classes are assigned to the appropriate pay range; reviews applications for employment within the Merit System; and develops, updates and administers Merit System exeminations.
- The Pay, Leave and Reporting Section provides information on the UCP system pay plan; interprets policies on pay, leave, and hours of work; provides workforce reports and assistance with the SAM II HR/Payroll System; mainfains lists of individuals from which agencies can select for Merit System jobs; ensures personnel transactions are in compliance with state personnel law; and coordinates labor relations activities in individual state agencies.
- The Center for Management and Professional Development creates and delivers leadership and professional development workshops and webinars for supervisors, managers and executives in Missouri state government, and to those private or public entitles throughout the state to cultivate and enhance the management skills of their current and potential leaders and to promote their long-term business success. The Center also provides computer and technical training programs for state employees. In addition, the Center provides administration of statewide employee recognition programs that include the State Employee Suggestion System, the Governor's Award for Quality and Productivity, State Employee Recognition Week and Day, State Employee of the Month, and the WeSave Employee Discount Program.

 The Human Resources Service Center provides administration of human resources by providing a single point of contact for Office of Administration management and employees to obtain consistent responses to human resources situations and issues.

Division of Purchasing and Materials Management
The Division of Purchasing and Materials Management (DPMM) is responsible for the procurement
of all state-required supplies, materials, equipment, and professional or general services, except
for those agencies exempted by law. The DPMM executes procurement functions in accordance
with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" bidders. The materials management section, the State Agency for Surplus Property (SASP), is responsible for transfers and disposal of state surplus property to obtain the maximum return on investment. The SASP acquires property declared excess by federal government agencies to distribute to eligible Missouri entities. The SASP is also responsible for the statewide in-house recycling program.

## Boards and Commissions housed in the Office of Administration

There are 16 boards and commissions which are assigned to or housed within the Office of Administration

## Administrative Hearing Commission

The Administrative Hearing Commission (AHC) is a neutral, independent administrative tribunal that decides disputes involving state agencies and another party, usually a private person or corporation. The AHC typically decides the cases after a trial-type hearing. It hears evidence and arguments from the state agency and from the other party. Any party, including the state agency, may seek review of the AHC's decision from the judicial branch. The AHC conducts hearings and resolves disputes relating to sales and income tax, professional licensing, employment actions of many state agencies, and many other matters. The AHC consists of not more than five commissioners, appointed by the Governor and confirmed by the Senate, who serve six-year terms.

## Board of Fund Commissioners

The Board of Fund Commissioners issues and redeems state general obligation bonds and performs other administrative activities related to state general obligation debt as assigned by law. The board is composed of the Governor, Lieutenant Governor, Attorney General, State Auditor, State Treasurer, and Commissioner of Administration. The Governor is president of the board, and the State Treasurer is secretary. The Director of the Division of Accounting serves as the Executive Secretary to assist the board in carrying out its responsibilities.

## Board of Public Buildings

The Board of Public Bulldings (BPB) has general supervision and charge of state facilities at the seat of government. The BPB also has the authority to Issue revenue bonds for the construction of state office buildings and certain other facilities. The BPB is composed of the Governor, Lieutenant Governor, and Attorney General. The Governor serves as the chair, and the Lieutenant Governor is the secretary. The Speaker of the House of Representatives and the President Pro Tem of the Senate serve as ex officio members of the BPB but do not have the power to vote. The Office of Administration's Division of Facilities Management, Design and Construction and Division of Accounting assist the board in carrying out its responsibilities.

## Board of Unemployment Fund Financing

The Board of Unemployment Fund Financing is authorized to issue debt or credit instruments to provide funds for the payment of unemployment benefits or maintaining an adequate fund balance in the unemployment fund, and as an alternative to borrowing or obtaining advances from the federal unemployment furst fund or for refinancing these loans or advances. The board is composed of the Governor, Lieutenant Governor, Attorney General, director of the Department of Labor and Industrial Relations, and the Commissioner of Administration. The Governor serves as chair, the Lieutenant Governor serves as vice chair, and the Commissioner of Administration serves as secretary.

## Children's Trust Fund

The Children's Trust Fund (CTF) is a non-profit organization that works to prevent child abuse and neglect through grant distribution, public education, and awareness. CTF was established by state statute in 1983 as a public-private partnership governed by a 21-member Board of Directors, including seventeen public members appointed by the Governor, twelve upon the advice and consent of the Senate. Unique in its origin and mission, CTF is the only state agency to receive non-general revenue funding for the specific purpose of child abuse and neglect prevention. Funding is obtained from dedicated fees on marriage licenses and vital records, voluntary contributions designated on Missouri state income tax returns, sales of the specialty CTF prevent child abuse license plate, general donations, interest income from the Fund, and other grants. CTF funded programs include strengthening families, positive parenting, parent education and support, home visitation, mentoring, crisis nursery and respite care, fatherhood and grandparent support, prevention of Shaken Baby Syndrome, safe sleep environments for infants, Infant nurturing, training, research, and community education.

Governor's Council on Disability
The Governor's Council on Disability (GCD) provides education and technical assistance to people with disabilities and the public about civil rights, employment, education, housing, and transportation; and expands equal access and full participation for all individuals with disabilities in their communities at the local, state, and federal levels. GCD works to ensure that proposed legislation respect the rights of people with disabilities through legislative updates and the Legislation Education Project. The Council offers annual programs such as the MO Youth Leadership Forum for students with disabilities and the Inclusion Awards, which honor employers, or other entities or individuals, who have done an outstanding job promoting the inclusion of people with disabilities in the state. The Governor appoints 21 members-at-large, representing each Congressional district. The chair is appointed with the advice and consent of the Senate. An executive director and staff serve the council and the public.

## Health and Educational Facilities Authority of the State of Missourt

The Missouri Health and Educational Facilities Authority provides access to the capital markets in an effort to lower the cost of health and educational services in Missouri by providing high quality, readily available, low cost financing alternatives for Missouri public and private, non-profit health and educational institutions. The authority consists of seven members appointed by the Governor with the advice and consent of the Senate.

## Jackson County Sports Complex Authority

The authority is authorized under the laws of the State of Missouri to plan, construct, operate, and maintain a sports stadium fieldhouse, indoor and outdoor recreational facilities center, playing fields, parking facilities, and other concessions within Jackson County. The authority is empowered to Issue bonds. The bipartisan authority consists of five commissioners who are qualified voters of the State of Missouri and residents of Jackson County. The Jackson County Commission submits a list of candidates to the Governor who appoints members from that list of candidates. The commissioners serve terms of five years.

Missouri Citizens' Commission on Compensation for Elected Officials

The Missouri Citizens' Commission on Compensation for Elected Officials was established to
ensure that the power to control the rate of compensation of elected officials of this state is
relatined and exercised by taxpaying citizens of the state. Every two years, the commission
reviews the relationship of compensation to the duties of all elected state officials. The
commission's recommendation of a salary schedule shall become effective unless disapproved by
the General Assembly. The 22-member commission members serve four-year terms. Twelve
members are appointed by the Governor with advice and consent of the Senate, one member is
selected at random by the Secretary of State from the registered voters of each congressional
district, and one member is a retired judge appointed by the Supreme Court.

#### Missouri Ethics Commission

The Missouri Ethics Commission (MEC) is charged with the enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. The MEC is composed of six members, appointed by the Governor with advice and consent of the Senate. These members must be from different congressional districts. Not more than two members appointed from the even-numbered congressional districts shall be members of the same political party, and no more than two members from the odd-numbered congressional districts shall be members of the same political party.

## Missouri Minority Business Advocacy Commission

The Missouri Minority Business Advocacy Commission (MBAC) identifies and assesses the needs of minority businesses throughout the state; initiates aggressive programs to assist minority businesses in obtaining state and federal procurement; makes recommendations regarding state policies, programs, and procedures; and provides a focal point to assist and counsel minority small businesses in their dealing with federal, state, and local governments. The MBAC also initiates and encourages minority business education programs; analyzes current legislation and regulations as they affect minority businesses; and receives complaints and recommendations concerning policies and activities of federal, state, and local governmental agencies which affect minority small businesses. The nine-member commission consists of three minority business persons appointed by the Governor, two state representatives, two state Senators, the director of the Department of Economic Development, and the Commissioner of Administration.

## Missouri Public Entity Risk Management Fund (MOPERM)

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk program offering tort liability, property, and other coverages for participating political subdivisions of the state. Membership of the board consists of the Attorney General, the Commissioner of Administration, and four members appointed by the Governor with the advice and consent of the Senate, who are officers or employees of those public entitles participating in the fund.

## Missouri State Capitol Commission

The Missouri State Capitol Commission (MSCC) was established to assure the future preservation, improvement, expansion, renovation, restoration, and integrity of the capitol, and to preserve its historical significance. The commission evaluates the restoration and preservation of the capitol and the history of the capitol, ensures accessibility to the capitol, and approves capitol studies and improvement, expansion, renovation, and restoration projects. In 2009, the commission was assigned the responsibility of initiating planning efforts for a centential celebration of the taying of the capitol building. The MSCC consists of 11 members, including four members appointed by the Governor with advice and consent of the Senate, two state representatives, two state senators, one employee of the House of Representatives, one employee of the Senate, and the Commissioner of Administration.

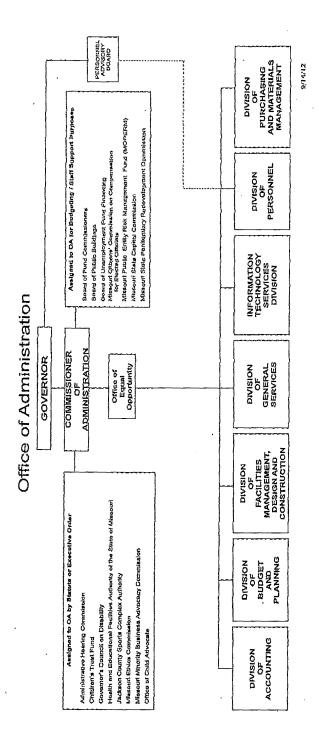
## Missouri State Penitentiary Redevelopment Commission

The Missouri State Penitentiary Redevelopment Commission (MSPRC) was established to redevelop the real property which encompassed the grounds of the Missouri State Penitentiary for over 150 years, so as to maintain its historic value for present and future generations of Missourians, and to provide new uses for the property which will benefit the critizens of the City of Jefferson, the County of Cole, and the State of Missouri as a whole. MSPRC is composed of ten members. Three commissioners are residents of Jefferson City and are appointed by the mayor, with the advise and consent of the governing body of that city, three commissioners are residents of Cole County but not of Jefferson City and are appointed by the county commission; and four commissioners, none of whom shall be residents of Cole County or of Jefferson City, are appointed by the Governor with the advice and consent of the Senate.

## Office of Child Advocate

The Office of Child Advocate (OCA) was established in 2002 as an agent of accountability regarding the Department of Social Services' Children's Division. The OCA provides an avenue through which citizens are able to obtain an independent and impartial review of disputed decisions, actions and inactions regarding any child at risk of abuse, neglect, or other harm. In 2011, legislation authorized the OCA to coordinate mediation services, when requested by both parties, when child abuse allegations arise in a school setting. The primary responsibilities of OCA: 1) receive, investigate, and act on complaints, offering recommendations as necessary, 2) offer mediation services regarding child abuse allegations in school settings; 3) maintain a list of qualified mediators; 4) provide an annual report to the Governor and Chief Justice of the Supreme Court, including recommendations for improving the system; and 5) educate the public regarding the child welfare process in Missouri, while increasing ubulic awareness of the OCA. The OCA is managed by the Child Advocate, who is appointed jointly by the Governor and the Chilef Justice of the Missouri Supreme Court, with the advice and consent of the Senate, and reports to the Commissioner of Administration.

Personnel Advisory Board
The Personnel Advisory Board (PAB) has oversight responsibility for the Missouri ment system and the Uniform Classification and Pay system and has policy-making authority in various areas of human resources administration. Responsibilities also include making recommendations to the Governor and the general assembly regarding the state's compensation policy. The PAB consists of seven members, six of whom are appointed by the Governor with the advice and consent of the Senale. Four members are appointed from the public at large, one is a member of executive management in state government, and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer, now known as the Director of the Office of Equal Opportunity.



## OFFICE OF ADMINISTRATION SALARY SCHEDULE

Leve)	Title	FY 2013 Salary Range	
	₹2.6%。台區,臺灣區區區。	Minimum	Maximum
1	Commissioner of Administration	\$85,128	\$123,972
11	Deputy Commissioner of Administration	\$78,012	\$113,424
	Chief Information Officer*		\$99,501
W.	Division Director, Accounting	\$71,544	\$103,860
11	Deputy Commissioner of Budget & Planning	\$78,012	\$113,424
1]]	Division Director, Facilities Management, Design & Construction	\$71,544	\$103,860
m	Division Director, General Services	\$71,544	\$103,860
III.	Division Director, Personnel	\$71,544	\$103,860
	Division Director, Purchasing & Materials Management	\$71,544	\$103,850
Ŋ	Executive Director, MOPERM	\$86,984	\$95,040
٧	Executive Director, Children's Trust Fund	\$54,350	\$76,284
V	Executive Director, Governor's Council on Disability	\$54,360	\$76,284
	Administrative Hearing Commissioners*		\$102,430

<sup>\*</sup> Note - these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2012.



## GOVERNOR OF MISSOURT

JEREMIAN W. LIAYINIMON Goverande Jefferson City 65102

P.O. Box 700 (570) 751-0222

The Honorable Robin Carnahan Sceretary of State Capitol Building, Room 208 Jefferson City, Missouri 65101

Dear Secretary Camahan;

The attached revised departmental plan for the Department of Conservation dated October 15, 2012 is hereby submitted in accordance with Section 1,6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

12-28-2017

ATTEST:

SECRETARY OF STATE

www.govemor.mo.gov



## MISSOURI DEPARTMENT OF CONSERVATION

#### Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180 Telephone: (675) 751-4115 🛦 www.MissouriConservation.org

KOBERT L. ZIEHNER, Director

RECEIVED

OCT 16 2012

OA/SUDGET AND PLANNING

October 15, 2012

Mr. Doug E. Nelson Acting Commissioner of Administration Office of Administration Room 125, State Capitol Building Jefferson City, MO 65101

Dear Mr. Nelson:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, attached herewith for the Missouri Department of Conservation are: an organization plan; an executive pay schedule for top department administrators; and, an organization chart.

If you require further information, please feel free to contact my office.

Sincerely,

ROBERT L. ZIEHMER

DIRECTOR

Attachments

Conservation Commission
 Deputy Director Tom Draper
 Deputy Director Tim Ripperger
 Assistant to Director Aaron Jeffries

COMMISSION

DON C. BEDELL

JAMES T. BLAIR, IV St. Louis DON R. JOHNSON Festus BECKY L. PLATTNER Grand Pass

## DEPARTMENT OF CONSERVATION

## ORGANIZATION PLAN

The head of the Department of Conservation is a four (4)-member commission appointed by the governor with the advice and consent of the senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

The commission appoints a director who serves as the administrative officer of the Department of Conservation. The director appoints other employees. Two (2) deputy directors, one (1) assistant to director – governmental relations, general counsel and internal auditor are responsible to the director and facilitate administration of the department. Programs and activities are carried out by the divisions of administrative services, design and development, insheries, forestry, human resources, outreach and education, private land services, protection, resource science and wildlife. Policy Coordination Unit serves the director's office, divisions and regions by coordinating policy, strategic planning, environmental and cultural resource reviews, public involvement and surveys, and river basin management.

The department carries out its programs through the following major divisions:

Administrative Services Division provides administrative support by way of 2 sections and 4 units: Financial Services Section, Information Technology Services Section, Permit Services Unit, Filed, and Property Services Unit, The Division coordinates and administers all budget, revenue, and finance functions; provides technology planning, systems research, and design, customer technical support, administers voice and data network operations; distributes and manages functing, fishing, commercial and landowner permits; manages the equipment fleet and eviation services; maintains the publications distribution center; and oversees the products and media loan service.

Design and Development Division provides engineering, architectural and construction services that enhance the Department's resource management efforts. The Division's primary functions are to help maintain the Department's diverse portfolio of Infrastructure assets and manage the capital improvements program. Typical projects include wetlands, hatcheries, reservoirs, nature centers, buildings, river and lake accesses, sfream improvements, shooting ranges and engineering studies. Related services include building and ground maintenance, surveying, construction management and environmental and cultural compliance permitting for construction projects and area development projects.

Fisheries Division manages 4 warm-water fish halcheries (for rearing the fish needed to stock public waters and waters used for special fishing events and aquatic resource education) and 5 cold-water fish halcheries (for rearing trout needed to stock public waters and trout parks); administers the Stream Team program; provides fisheries management of public impoundments, rivers and streams; offers technical guidence in stream and lake management to private landowners and other public agencies; oversees the acquisition and development of public fishing and boat access areas; administers community, agency, and partnership agreements; participates in recovery plans of threatened or endangered aquatic species; and educates and informs the public about aquatic resources through technical and popular written materials, electronic media, presentations to groups, workstops, interviews to journalists, and personal contacts.

Forestry Division ensures the health and sustainability of Missouri's urban and rural forest resources and addresses what people need from those resources. Forestry staff provide

technical advice and assistance in the following forestry areas: health, wildfire suppression, planting, inventory and analysis, improvement, marketing, and management of resources. Technical assistance is also provided on the care of trees in our cities and towns. The Forestry Division maintains the Department's seedling nursery.

Human Resources Division provides a full range of services that help the Department attract and retain a diversified, dynamic workforce. Staff assist with recruitment and selection activities; administer salary and benefit programs; oversee a comprehensive group life, medical, accidental death, and dismemberment and dependent life insurance program; maintain official employee documents and records; and manage a safety program (including workers' compensation); monitor the Department's compliance with employment practices relating to affirmative action, ADA and drug testing; provide employee training and development programs; administer employee assistance and wellness activities; and facilitate the disciplinary and grievance process.

Outreach and Education Division helps Missourians of all ages enjoy and understand the value of our plant and animal resources and how to keep them thriving for years to come. Outreach and Education staff provide hands-on connections with the outdoors through skills classes, educational units, rature center programs and special events. Outreach programs staff produce a variety of information tools, including the Department website, Missouri Conservationist magazine, Xplor magazine for kids, books, brochures, videos, DVDs, exhibits, news, nature shops and more. Conservation education staff provide hands-on, place-based units to educators through the Discover Nature Schools program. Nature center staff help Missourians learn more about forest, fish and wildlife resources and ways to put conservation into practice. Outdoor skills staff work through schools and Department shooting ranges to provide hunter education and shooting sports opportunities for all Missourians, school-based skills training, and programs and clinics for youth and adults who want to hunt and fish, Conservation education and outdoor skills staff strive to help all Missourians enjoy the outdoors through safe and ethicat, nature-based procreation.

Private Land Services Division helps Missouri landowners achieve their land use objectives in ways that enhance the conservation of Missouri's natural resources. Private Land Services staff promote the sound management of forest, fish, wildlife and natural community resources through voluntary participation, information, financial assistance, and partnerships. This includes assistance to landowners to evaluate natural resource and wildlife damage conditions, and recommendations of management and improvement techniques. They establish partnerships with other state and federal agencies, commodity groups, agri-businesses, and conservation organizations to develop and achieve common natural resource goals. They strive to encourage a land management ethic among landowners, increase community involvement, build trust, and heighten understanding of the Department's mission.

Protection Division is responsible for enforcement of The Wildlife Code of Missouri and related statutes on both private and public lands as well as many other duties. Conservation agents are assigned to each county in Missouri, and represent the Department in a wide variety of programs. Agents edminister the hunter education program in their local area. Agents provide conservation information and education through newspaper articles, adolt and youth meetings, exhibits, clinics, and radio/helevision programs. Protection Division personnel provide basic information and materials for forest, fish and wildlife management to Missouri citizens, and are involved in administering Department landowners who have wildlife depredation or nuisance problems, posching or trespass problems, and a host of other needs. Protection Division cooperates with the Conservation Federation of Missouri in administering Operation Game Thief, Operation Forest Arson, and Share the Harvest programs.

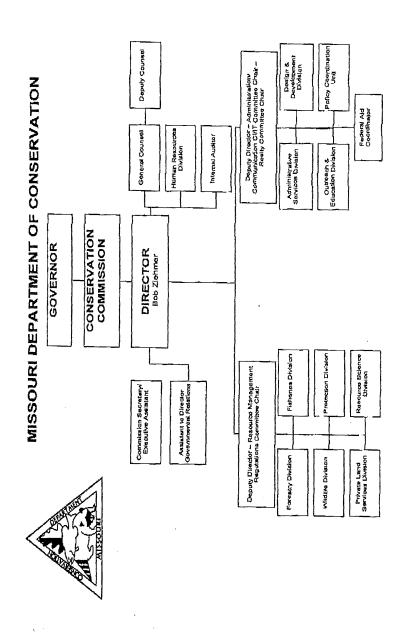
Resource Science Division ensures integration of population dynamics, habitat relationships, and constituent desires into science-based management and policy for grassland, agricultural, forest, wetland, and aquatic systems. An emphasis on blometrics, GIS/GPS technologies, and database management is required for sound study design, comprehensive analysis, and confident reporting of research and monitoring results. Science services in the form of diagnostics, genetics research, and water quality investigations provide specialized assistance for resource professionals as well as the Missouri public. Assisting resource managers with evaluation of their fish, wildlife, and habitat management efforts also is a priority for the Resource Science Division. Special emphasis on species and communities of concern through surveys, monitoring and comprehensive databases is dedicated to protecting endangered species, wildlife diversity and natural community conservation. Training of resource managers through specialized workshops provides skills in taxonomy, field eampling methods, and technical applications. The Division also provides technical support for establishing harvest regulations, conservation planning, and public information through popular and professional publications.

Wildlife Division is responsible for actively managing habitats on public lands for Missouri citizens to enhance natural communities and improve habitats for plants and animals and Missouri citizens. Accomplishing this objective involves a wide range of programs and activities on public and private land. Administration of hunting programs on public lands and coordination with other agencies help ensure that wildlife and wildlife habitat receive full consideration in all land management activities. The Wildlife Division also provides a conventor of special services designed to aid people in many aspects of wildlife conservation. These include management advice to individuals and groups interested in wild animals, assistance to alleviate wildlife damage, personal appearances as speakers on wildlife topics, and preparation of publications, reports, regional plans and replies to Inquiries.

General Counsel provides legal advice to the commission and administrative staff and provides legal counsel in matters of litigation; aids in formulating policy; advises in the formulation of regulations; and performs review of legal documents, agreements, and memorandums of understanding.

Deputy Counsel performs title and document review relating to the acquisition of real property; assists General Counsel as needed; and supervises the Realty Services staff.

Internal Auditor reviews operations and programs to assure that resources are used efficiently, and provides the commission and administration with information useful in directing and controlling department operations. Internal Auditor also serves as the Departments' Custodian of Records, and the Hearing Officer for privilege suspensions associated with wildlife code and various other violations.



## C-20 APPENDIX C-DEPARTMENTAL PLANS

## Hffective 7/1/2012

## Department of Conservation

## Salary Schedule

Position Title	Salary Range	
Director	\$130,008	
Deputy Director	\$93,636 - \$98,196	
Asst to Director-Govt'l Relations	\$86,186	
Division Chief	\$69,444 - \$96,444	
General Counsel	\$58,212 - \$102,972	
Internal Auditor	\$50,748 - \$89,640	
Section/I Init Chief	\$58 212 <u>\$102 07</u> 2	



## GOVERNOR OF MISSOURI

JEREMIAHW, JAYINIXOX Governos Jefferson Gity 85102

F.O.Dox 720 (570) 751-3228

The Honorable Robin Carnahan Secretary of State Capitol Building, Room 208 Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Corrections dated October 30, 2012 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

GOVERN

DATE

ATTEST:

SECRETARY OF STATE

HAME CONTINUE WHEN

Jeremiah W. (Jay) Nixon Governor

George A. Lambardi Director



2729 Plaza Drive P. O. Box 236 Jefferson City, MO 65102 Telephone: 573-751-2389 Fax: 573-526-0880 TDD Availabla

# State of Missouri DEPARTMENT OF CORRECTIONS

Ad Excelleum Conamur - "We Strive Towards Excellence

October 30, 2012

RECEIVED

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OAGUDGET AND PLANDAG

Mr. Doug Nelson, Acting Commissioner Office of Administration State Capitol - Room 125 Jefferson City, MO 65101

Dear Commissioner Nelson:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Corrections.

Since the last departmental plan was submitted in 2010, the Department of Corrections has implemented the following organizational changes.

- The Division of Probation and Parole has changed its organization from six geographic regions to five geographic regions and one institutional parole region in order to more effectively manage offenders supervised by the division.
- The Division of Adult Institutions will no longer operate the Central Missouri Correctional Center site as a separate correctional center but will instead maintain the site as a satellite operation of the Algoa Correctional Center.

I am submitting the Department's organizational chart depicting the changes along with the salary schedule for the administrators of the Department. Please advise if you have any questions regarding any of this information.

Sincerely

George A. Lombardi

Director

cc: Lori Strong-Goeke, Office of Administration

## DEPARTMENT OF CORRECTIONS

#### Our Mission

The Missouri Department of Corrections supervises and provides rehabilitative services to adult offenders in correctional institutions and Missouri communities to enhance public safety.

Our Vision: A Safer Missouri and the Standard of Excellence in Corrections
The Department desires to be the standard of excellence in the field of corrections.
Through innovation and collaboration, we want to embrace changes that better serve
Missouri communities impacted by criminal behavior and achieve a safer State.

## Our Values

- Staff
  - Our people are important. We value their safety and security. We value their input as subject matter experts. We will be proactive in the recruitment, retention and promotion of qualified personnel. We recognize the importance of professional development and strive to offer opportunities for career advancement. We desire to build a diverse team of individuals who achieve great things together.
- · Offender Success
- We believe in the ability of people to change. We value the opportunity to work with offenders in our institutions and our communities and to provide them with the tools necessary to become productive, tax-paying, law-abiding citizens. We strive to be firm, fair, and consistent in our institutional management and use effective and appropriate supervision strategies in our communities.
- Accountability
  - Accountability to each other and all Missourians is a key value for the Department. We strive to create a transparent system of operations that embraces integrity and accountability. Staff are accountable to each other for safety and security and for the continuous improvement of our department. As a department, we are accountable for how we plan, measure, and manage our work as well as what we achieve with the resources we are given. We value investment in programs that are accountable through evidence-based information. Offenders are accountable for the crimes they have committed and for completing their sentence established by the courts.
- Restored Communities
  - We value our Missouri families and communities that are affected by crime and the role we play in restoring them. We value the rights of crime victims and the role of restorative justice. We value the use of collaborative partnerships to enhance public safety by facilitating effective probation, crime prevention, reduction of recidivism and the provision of reentry services. We strive to work with offenders to repair harms done, and restore the communities to which many will return.

## Departmental Overview

The Department of Corrections is an agency dedicated to public safety through the successful management and supervision of offenders on probation, in prison and on parole. The Department's responsibility is to administer the sentence set by the court in ways that promote public safety at the lowest cost. Offenders assigned to the Department are successfully managed by ensuring they are supervised at correct custody or supervision level. A cadre of over eleven thousand well-trained correctional professionals committed to the vision, mission, values and professional principles of the Department assess each offender's criminal history, evaluate community and institutional conduct and enforce court orders and department rules. This mixture of on-going assessment, classification, referral to supervision strategies and assignment to basic habilitation interventions are several of the key methods used to promote sober, responsible, productive and law-abiding behavior. When offenders are held accountable for their actions, the public's safety is enhanced.

In all, the Department is responsible for the care, custody and supervision of approximately 105,600 adult offenders in Missouri. There are currently more than 31,800 adult felons confined in Missouri's 20 correctional facilities and two (2) community release centers. The Department also supervises 18,000 parolees and 55,700 probationers across the state.

#### Organizational Plan

The Department of Corrections is comprised of four divisions: the Division of Human Services, the Division of Adult Institutions, the Division of Probation and Parole and the Division of Offender Rehabilitative Services.

## Office of the Director

The Office of the Director consists of the Director, Deputy Director, Public Information, Constituent Services, Legal Services, Inspector General, Restorative Justice, Victim Services, Reentry/Women Offender Program, Emergency Preparedness/Workplace Violence Coordinator, and Budget and Research. The Director is appointed by the Governor with the advice and consent of the Senate. Public Information, Legal Services, the Inspector General, and the Emergency Preparedness/Workplace Violence Coordinator report directly to the Director. The Constituent Services Section, Restorative Justice Coordinator, Victim Services, Reentry/Women Offender Program, and Budget and Research Unit all report to the Deputy Director.

## Division of Human Services

The Division of Administration became the Division of Human Services through a change in legislation in 1995. This division consists of Human Resources, Staff Training, Employee Health and Safety, the Fiscal Management Unit, General Services, the Planning Section, Religious and Spiritual Programs, and Volunteer Services.

The Human Resources Section is responsible for all personnel issues such as monthly payroll, benefit counseling and enrollment, recruitment and retention, timekeeping and personnel records. Staff Training continues to provide pre-service and in-service training for staff. Employee Health and Safety promotes staff safety and controls the spread of disease through TB screens, communicable disease vaccines and exposure evaluations. The section provides health education and wellness opportunities to employees. The Fiscal Management Unit ensures that the Department's financial obligations are processed and paid in a timely and equitable manner, maintains an inventory tracking system, performs audits of contracts, and oversees the procurement of goods and services, the development of service contracts and the inmate banking program. General Services provides support services to the Department through the commodity warehouse operation and the oversight of all major construction and maintenance projects, building leases, fleet management of all Department vehicles, and coordination of food service operations for all adult institutions including the operation of two cook-chill food preparation facilities. General Services is also responsible for Central Office business functions and warehouse/mailroom operations. The Planning Section provides organizational development assistance in the preparation of the Department's strategic plan. Religious and Spiritual Programming provides religious programming opportunities and pastoral care for the incarcerated offender population. The Volunteer Section oversees the recruitment and training of volunteers and interns that work with our offenders both in correctional institutions and the community.

## Division of Adult Institutions

The Division of Adult Institutions is responsible for the administration and operation of 20 adult correctional institutions with a projected average daily population of 31,100 incarcerated offenders in FY13. The Division has the overall responsibility of administering the correctional centers and managing incarcerated offenders in a secure, safe and humane manner. All newly committed offenders undergo a full classification analysis at one of the Division's reception and diagnostic centers to determine appropriate custody level and basic treatment needs. In addition, offender reclassification occurs throughout each offender's period of incarceration to ensure that offenders are housed at an appropriate custody level institution. The Division also works to prepare offenders for successful reintegration back to the community through effective case management and providing reentry programming to improve offender cognitive and life skills. The Division establishes work release programs for eligible offenders and provides opportunity for offender visitation with family and friends at each prison.

The Division of Adult Institutions consists of Zone I (Crossroads Correctional Center, Maryville Treatment Center, South Central Correctional Center, Western Missouri Correctional Center, Western Reception and Diagnostic Correctional Center, Chillicothe Correctional Center, and Women's Eastern Reception and Diagnostic Correctional Center, Farmington Correctional Center, Missouri Eastern Correctional Center, Ozark Correctional Center, Potosi Correctional Center, and Southeast Correctional Center), and Zone III (Algoa Correctional Center/Mentral Missouri Correctional Center, Boonville Correctional Center, Fulton Reception and Diagnostic Center, Iefferson City Correctional Center, Moberly Correctional Center, Northeast Correctional Center, and Tipton Correctional Center), the Certified Grievance Unit, and the Central Transfer Authority.

## Division of Offender Rehabilitative Services

The Division of Offender Rehabilitative Services is responsible for the development of treatment programs for offenders. These programs include Offender Healthcare (Medical and Mental Health), Sexual Offender Assessment and Treatment, Adult Education/Workforce Readiness, Library Services, Substance Abuse Services, and Missouri Vocational Enterprises.

Offender Healthcare includes staff to monitor contracted services for inmate medical and mental health services, and to provide oversight of community sex offender treatment services and the Missouri Sex Offender Program. Medical, mental health and sex offender services for offenders are contracted out with oversight by the division. The Adult Education/Workforce Readiness Section helps offenders achieve a high school education and delivers vocational and technical training programs for offenders. Libraries at every correctional institution enhance academic education and serve the informational needs of offenders, including constitutionally mandated "access to courts" through legal resources, reference and self-improvement materials. Substance Abuse Services supervise the substance abuse treatment activities at ten prison facilities which have programs that vary in length from thirty days to twelve months. Missouri Vocational Enterprises (MVE) produces products and services for state agencies, state employees, other governmental jurisdictions, and not-for-profit organizations, helping inmate workers develop marketable skills.

## Division of Probation and Parole

The Division of Probation and Parole supports the operations of the Board of Probation and Parole and is responsible for field and institutional services for probationers, parolees and conditional releases, as well as community corrections programming, two (2) community release centers and seven (7) community supervision centers. The Division of Probation and Parole assesses and supervises criminal offenders assigned to the division by the Circuit Courts of Missouri, the Parole Board or under the terms of the Interstate Compact.

The Division is divided statewide into five geographic regions and one institutional parole region for the effective management of the offenders assigned to it. Regions are made up of a network of local district offices and, in some instances are supported by satellite offices. The Chief State Supervisor reports directly to the Chair of the Parole Board and oversees the daily operation of the division. An assistant division director is responsible for managing the division's support staff, including the Community Corrections Coordination, Interstate Compact, Quality Assurance, Fiscal Management, Procurement and Personnel Units and the DOC Command Center. The assistant division director reports directly to the Chief State Supervisor.

The Parole Board holds parole hearings at each correctional center monthly, monitors the supervision of offenders in the community and returns those offenders to prison that are a risk to the community. The Parole Board is supported by institutional parole staff who are housed in each of the correctional centers. There is a 24-hour a day, seven day a week Command Center whose staff respond to violations of the conditions of supervision by offenders in the community on electronic monitoring, as well as offenders assigned to community release centers, community supervision centers and contracted residential

The Division of Probation and Parole has implemented the community supervision center concept, an innovative alternative to divert offenders from being sent or returned to prison. It provides the courts and local probation and parole authorities with an additional sanction to deal with offenders in the community through more intensive supervision and treatment services. The Department operates seven community supervision centers at St. Joseph, Farmington, Hannibal, Fulton, Kennett, Poplar Bluff and Kansas City.

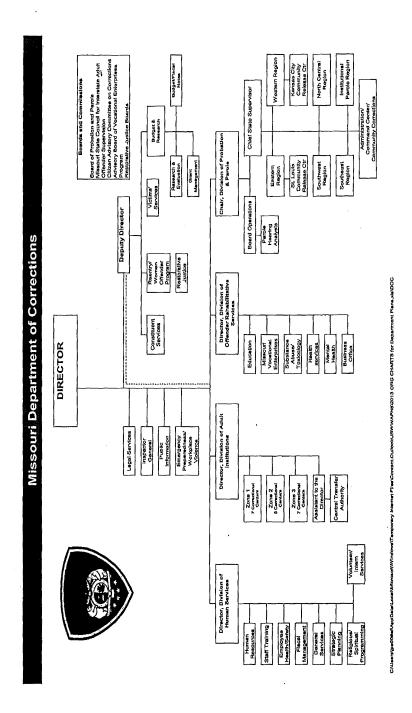
## Boards and Commissions:

The Department of Corrections works with the following boards and commissions:

- The Board of Probation and Parole (Section 217.655, 217.660 and 217.665 RSMo.) The Board is comprised of seven full-time members appointed by the Governor, subject to the advice and consent of the Senate. During their six-year terms, members determine the release of individuals from confinement in the Division of Adult Institutions through parole or conditional release. Parole hearings are held at each correctional center monthly. If a release date is set, the board determines whether placement in release strategies such as electronic monitoring, halfway houses and community release centers is appropriate. The board stipulates special conditions in order to help with the offenders' success under supervision. They also monitor the supervision of offenders in the community and return those offenders to prison that are a risk to the community. They also investigate and report to the Governor on all applications for pardons, commutations of sentence, reprieves or restorations of citizenship.
- Citizens Advisory Committee on Corrections (Executive Order 03-11) The
  Department utilizes the Citizens Advisory Committee (CAC) to evaluate grievances
  filed by inmates and referred to the Director of the Department. The CAC makes
  recommendations to the Director for the resolution of those grievances as specified in
  the Department Inmate Grievance Procedure. The CAC meets on a monthly basis at
  different correctional institutions and also makes on-site inspections. The committee
  is comprised of 12 private citizens appointed by the Governor.
- Advisory Board of Vocational Enterprises Program (Section 217.555 RSMo.) The Board shall provide the Department Director advice and counsel on proper planning and programs for the vocational enterprises program within the Department and shall make recommendations concerning the services to be provided and the articles manufactured, including style, design, and quality, as well as for economy and efficiency in their manufacture. New industries and agribusiness operations may be established or terminated at the discretion of the Director. The Board consists of the Director of the Division of Offender Rehabilitative Services or his designee, who shall serve as chairman, the Assistant Director of Missouri Vocational Enterprises and three members representing organized labor and three members representing manufacturing interests, one member who is qualified by education and experience in criminology, and one member who is qualified by education and experience in vocational rehabilitation. The public board members shall be appointed by the Department Director for a term of four years, with appointments to this board made so that two members' terms expire each year. The Commissioner of Administration or his designee, and the Governor or his designee, shall serve as ex officio members of the board.
- Restorative Justice Boards (Section 217.440 RSMo.) These boards are comprised of
  citizens from the community specially trained by department staff to meet with
  offenders concerning their behavior under supervision. They provide the courts with
  an assessment of offender needs and recommend how the offender can best repair the
  damage they have done to the community.

## C-30 APPENDIX C-DEPARTMENTAL PLANS

Missouri State Council for Interstate Adult Offender Supervision (Section 589.512 RSMo) - The Council exercises oversight and advocacy concerning its participation in the Interstate Commission activities and other duties as may be determined by each miember state including but not limited to, development of policy concerning operations and procedures of the compact within the state. Section 589.512 RSMo requires that the Council membership will consist of at least the compact administrator, one member of the legislative, judicial and executive branch of government, along with victim group representation.





GOVERNOR OF MISSOURI

Jefferson City 65102

P.O. Hox 720 (\$75) 751-0202

The Honorable Robin Carnahan Secretary of State Capitol Building, Room 208 Jefferson City, Missouri 65101

JEREMIAH WAJAYINIMIN ROMMAYOD

Dear Secretary Camahan:

The attached revised departmental plan for the Department of Economic Development dated October 11, 2012 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

GOVERNOR

DATE

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SECRETARY OF STATE

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Jeremiah W. (Jay) Nixon Governor Darid D. Kerr Director

October 11, 2012

Mr. Douglas E. Nelson, Acting Commissioner Office of Administration State of Missouri Room 125, Capitol Building Jefferson City, Missouri 65102

Dear Commissioner Nelson:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, the Department of Economic Development (DED) hereby submits the enclosed 2012 organization and salary structure for approval and filing with the Secretary of State.

Although there have been no significant organizational changes, the 2012 report includes the following revisions:

- Minor changes to the narrative portion of our organizational plan to better convey the purpose
  of the divisions and boards/commissions
- The salary structure low and high salary ranges were adjusted to reflect the July 1, 2012 pay plan
- The salary structure was expanded to include the executive level for positions assigned to the Executive Pay Plan
- The Executive Director position for Public Service Commission has been inactivated and therefore eliminated from the salary structure
- The Deputy Director position was added to the departmental organization charts (please see chart 1 of 2)

Thank you for the opportunity to submit these required documents. If you should require any additional information, please do not hesitate to contact me.

Sincerely,

Chris Pieper

Acting Department Director

Enclosures

Cc: File

301 W. High St. • P.O. Box 1157 • Jefferson City, MO 65102-1157 www.ded.mo.gov • (573) 751-4962 • Fax (573) 526-7700 Real People. Real Opportunity.

## DEPARTMENT OF ECONOMIC DEVELOPMENT 2012 Organization and Salary Structure

The Missouri Department of Economic Development's mission is to create quality jobs and to boost economic development across the state to help communities grow and prosper.

The Department is composed of various agencies and divisions that administer programs in the areas of community and economic development, workforce development, and tourism.

Programs managed by these agencies and divisions provide a wide array of services designed to enhance Missouri's economic growth. These services provide direct assistance to businesses and industries; communities and regions; and individuals and organizations by promoting economic and community development, as well as job creation and retention throughout the state.

## OFFICE OF THE DIRECTOR

The Department is administered by a director, appointed by the governor and confirmed by the Senate. The director appoints the management staff and division directors and is responsible for recommendations to the governor for other appointments and nominations.

## Management Staff

The management staff within the Director's Office includes:

- Deputy Director and Director of Policy and Finance: assists the director with department administration and in promoting strong partnerships and business relationships.
- General Counsel: provides comprehensive legal advice regarding issues affecting divisions within DFD.
- Communications Director: promotes the department's programs and activities through media and public relations.
- Legislative Liaison: serves as liaison between DED and the General Assembly and governor's
  office with respect to legislation and other policy matters.

## Administrative Services

The Division of Administration is responsible for the oversight of all administrative functions for the Department including: financial management, budget, burnan resources, information technology, and general services.

## **DEVELOPMENT AGENCIES**

## Division of Business and Community Services (BCS)

The Division of Business and Community Services serves as a partner in the economic development professional community to facilitate the expansion of existing business in the State; to facilitate the location of new business to the State; and to facilitate the startup of new business in the State. The Division also serves as a partner with local governments, non-profits, community organizations, and private citizens to help develop and grow Missouri's communities. The services provided by BCS include professional technical assistance and project management; training; research; financial assistance; and compliance assistance. A few of the ways BCS measures its success include measuring new jobs created, private investment, leverage, and efficiency of operations.

#### Division of Workforce Development (DWD)

The Division of Workforce Development provides vital employment services to develop Missouri's workforce. These services are delivered at Missouri Career Centers throughout the state and include: Job search assistance, career development/skill-building, national career readiness assessment and certification, and access to a wide array of online tools. Additionally, businesses receive cost-saying human resources assistance and financial incentives. In partnership with local education agencies, DWD also administers state-funded industry Training Programs that assist Missouri businesses with the training and retraining of new and existing employees.

## Missouri State Council on the Arts (MAC)

The Missouri State Council on the Arts is dedicated to broadening the appreciation and availability of the arts in the state and fostering diversity, vitality, and excellence of Missouri's communities, economy, and cultural heritage. The Missouri Arts Council, a type II state agency and division of the DED, provides grants to nonprofit organizations to encourage and stimulate the growth, development and appreciation of the arts in Missouri. MAC provides support and leadership to bring the arts to all people of the state.

Through funds from the Missouri General Assembly, Missouri Arts Cultural Trust, and the National Endowment for the Arts, MAC provides grants to make possible quality arts programming in both large and small communities. MAC also is committed to enriching and supporting the individual artist with programs that help spur career development and growth such as technical assistance workshops that teach artists how to become better professionals.

#### Division of Tourism

The Division of Tourism promotes Missouri as a premier tourist destination, while helping state and local communities meet changing trends in the fravel and tourism industry. As a type III agency, the division director is appointed by and reports to the Missouri Tourism Commission.

# **REGULATORY AGENCIES**

# Public Service Commission

The Missouri Public Service Commission is a type ill agency that regulates investor-owned electric, steam, natural gas, water and sewer and telephone companies. Its mission is to ensure Missouri consumers have access to safe, reliable and reasonably priced utility service while allowing those utility companies under our jurisdiction an opportunity to earn a reasonable return on their investment. The PSC also regulates manufacturers and retail dealers who sell new and used manufactured homes and modular units. The PSC is comprised of five commissioners, who are appointed by the governor.

# Office of the Public Counsel

The Office of the Public Counsel is a type il agency and was established in 1975 to represent the public and the interests of utility customers in proceedings before the Missouri Public Service Commission and in the Courts involving investor-owned electric, natural gas, telephone, water, sewer and steam heat utilities. Public Counsel addresses many issues that affect customers including rates, safe and adequate service, complaints and disputes, connections and disconnections, and billing and collection practices. Through the Ombudsman for Property Rights, established in 2006 with the passage of House Bill 1944, the Office of the Public Counsel provides guidance to landowners about the condemnation process.

# **DED RELATED BOARDS AND COMMISSIONS**

# Entrepreneurial Development Council

The Entrepreneurial Development Council and the Entrepreneurial Development and Intellectual Property Right Protection Fund were created by Section 620.050, RSMa. The seven member council shall possess specialization in intellectual property matters. The council may provide financial support from the fund, in the form of low-interest loans and grants, to registered entrepreneurs to support product development, manufacturing and marketing of new products. Additionally, the council, upon notification, shall evaluate alleged infringement of intellectual property rights of an entrepreneur and may, based upon need, award grants or financial assistance to subsidize legal expenses incurred in initiating the process necessary to remedy the alleged infringement.

# Hispanic Business, Trade and Culture Commission

The purpose of the Hispanic Business, Trade and Culture Commission shall be to serve as a statewide advisory body to the Department of Economic Development, Office of International Trade & Investment, on trade and investment issues of importance and relevance to the Hispanic business community in Missouri.

# Missouri Community Service Commission

The Commission's mission is as follows: "The Missouri Community Service Commission (MCSC) connects Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps state funding in Missouri by awarding monetary grants and providing technical assistance and support." The Commission's Vision is "To Strengthen Missouri Communities Through Volunteerism and Service."

# Missouri Development Finance Board (MDF8)

The mission of the MDFB is to assist infrastructure and economic development projects in Missouri by providing the critical component of the total financing for projects that have a high probability of success, but are not feasible without the Board's assistance.

MDFB was created in 1982 as a body corporate and politic by Section 100.250 to 100.297, RSMo and Section 100.700 to 100.850, RSMo. MDFB has nine employees and is comprised of twelve (12) voting members. Eight (8) are volunteer members appointed by the governor and confirmed by the Senate. The lieutenant governor and the director for the Department of Economic Development, Department of Natural Resources and Department of Agriculture serve as ex-officio voting members.

### Missouri Film Commission

The Missouri Film Commission was established to advise the director of the Department of Economic Development on the promotion of the development of film production and facilities in Missouri.

# Missouri Housing Development Commission

The Missouri Housing Development Commission (MHDC), created by the 75th General Assembly functions as a bank, providing financing directly to developers of affordable rental properties. MHDC provides funding for home loans to qualified, first-time buyers through a network of certified, private mortgage lenders. The funds for mortgage financing are provided through the sale of tax-exempt notes and bonds that the commission is authorized to issue. The Commission administers the federal and Missouri Low Income Housing Tax Credit (LHTC) programs, federal HOME funds, the U.S. Department of Housing and Urban Development (HUD) Project Based Section 8 rental assistance contracts, the direct MHDC funding of several housing assistance programs and the Affordable Housing Assistance Tax Credit. Additionally, the Commission administers the Missouri Housing Trust Fund to help prevent homelessness and to provide emergency housing assistance for very low-income Missourians. The commission participates with the Department of Economic Development in preparing the state's Consolidated Plan for HUD.

# Missouri Humanities Council

This Council exists to develop and encourage new avenues to find and tell the story of Missouri's people, to learn about our rich culture and history, and to identify and discuss our common values. The Council also partners with museums, libraries, historical societies, schools and other institutions so that they may better serve communities and foster high levels of public interest and involvement. If provides technical, managerial and financial support to communities, organizations and educational institutions to ensure their ongoing role in promoting the humanities.

# Missouri Life Sciences Research Board

The purpose of the Board is to enhance research capacity in life sciences to better serve the health and welfare of Missouri citizens; promote Missouri as a center of life science research and development; create and attract new research and development institutions; and transform research into commercial life science technology.

# Missouri Military Preparedness and Enhancement Commission

The Military Preparedness and Enhancement Commission was created by Section 41.1010, RSMo. The Commission's purpose is to design and implement measures intended to protect, retain, and enhance the present and future mission capabilities at the military posts or bases within the state. The elevenmember commission consists of two members of the Missouri Senate, two members of the Missouri

House of Representatives and five members appointed by the governor. The chairman of the Missouri Veterans' Commission or designee and the director of the Department of Economic Development or designee serve ex officio.

# Missouri Small Business Regulatory Fairness Board

The purpose of the Board is to independently review complaints brought by small businesses concerning state agency regulations that have a disproportionate impact on the conduct of small businesses in the State of Missouri. The Board also promotes awareness of state agency rulemaking as it affects small business, identifies issues in state agency rulemaking that disproportionately and adversely affect small businesses, identifies issues for the governor and the Missouri General Assembly to act upon, and monitors state agency compliance with requirements for filling small business impact statements. The Department of Economic Development provides staff support for the board.

# Missouri Technology Corporation

The Missouri Technology Corporation is a public-private partnership created by the Missouri General Assembly to lead efforts to promote entrepreneurship and foster the growth of new and emerging high-tech companies. MTC focuses on bioscience industries related to Missouri's rich history in agriculture. It is governed by a board of directors appointed by Missouri's governor, speaker of the house, and president pro tem of the Missouri Senate, and includes the president of the University of Missouri system and the director of the Department of Economic Development.

# Missouri Tourism Commission

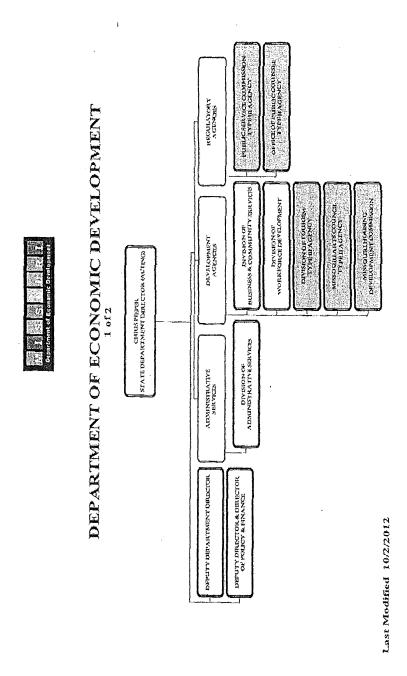
The Tourism Commission determines all matters relating to policy and administration of tourism promotion, thus creating jobs, tax revenue, and economic development for the State of Missouri.

# Missouri Women's Council

The Missouri Women's Council promotes and increases women's economic and employment opportunities through education and training; non-traditional careers; and promotion of women in small business. The intent of the Missouri Women's Council is to work closely with other agencies and community-based organizations to build awareness for, educate, promote apportunities for, and enhance the lives and well being of Missouri women business owners and women in the workforce. The Missouri Women's Council offers information and resources on women in business, upgrading your skills, searching for employment, starting your own business and obtaining state contracts. The Council is an agency within the Department of Economic Development. The bipartisan Council is comprised of 15 members: 11 appointed by the Governor, 2 Missouri State Senators, and 2 Missouri State Representatives with the chair appointed by the Governor.

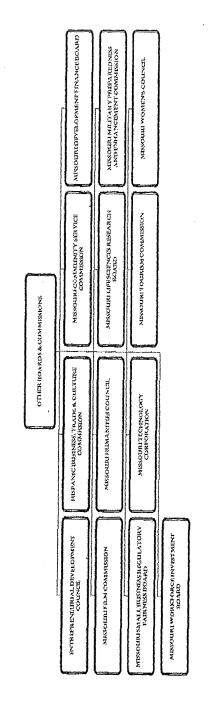
# Missouri Workforce Investment Board

The Missouri Workforce Investment Board (MoWIB) is federally mandated to recommend statewide training and employment policy in support of Missouri's objective of full employment. MoWIB emphasizes public and private participation within Missouri's public workforce system; evaluates existing and proposed methods to improve federal and state resources in providing job training services; and promotes coordination of training and employment activities with other related activities.





# DEPARTMENT OF ECONOMIC DEVELOPMENT



Last Modified: 10/2/2012

# 2012 - DED SALARY STRUCTURE

POSITION	EXECUTIVE PAY LEVEL	LOW SALARY RANGE FY 2012 – FY2013	HIGH SALARY RANGE FY2012 – FY2013	
Department Director	I	\$85,128	\$123,972	
Deputy Director	Ţţ.	\$78,012	\$113,A24	
Director, Division of Administration	ΙV	\$66,984	\$95,040	
Director of Business and Community Services		\$71,544	\$103,860	
Director, Division of Workforce Development	ill	\$71,544	\$103,860	
Commissioner, Public Service Commission	•	-	\$105,070	
Director, Office of Public Counsel	N	\$65,984	\$95,040	
Executive Director, State Council on the Arts	IV	\$66,984	\$95,040	
Executive Director, Women's Council	VI	\$48,132	\$69,996	
Interim Executive Director, Missouri Housing Development Commission		-	\$120,000	
Director, Division of Yourism	IV	\$66,984	\$95,040	

<sup>\*</sup> Note ~ these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2012.



# GOVERNOR OF MISSOURI

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65102

P.O.Box 720 (570) 751-0202

The Honorable Robin Camahan Sceretary of State Capitul Building, Room 208 Jefferson City, Missouri 65101

Dear Scoretary Camahan:

The attached revised departmental plan for the Department of Health and Senior Services dated October 23, 2012 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

www.govrinoc.mo.gov





Jeremiah W. (Jry) Nixoo Govaror

October 23, 2012

Douglas E. Nelson, Acting Commissioner Office of Administration State Capitol Building, Room 125 Jefferson City, MO 65101

Dear Commissioner Nelson:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached update to the Department of Health and Senior Services (DHSS) departmental plan. Revisions to the plan update name changes for a few departmental units;

- Three offices are referred to by their individual names—Office of Primary Care and Rural
  Health, Office on Women's Health, and Office of Minority Health—rather than collectively as the
  Center for Health Equity. The functions performed by these three offices remain the same.
- Within the Division of Community and Public Health, the Section for Health Promotion and Chronic Disease Prevention was renamed the Section for Community Health and Chronic Disease Prevention. The functions performed by the section remain the same.

Also, the list of boards and commissions assigned to the department was updated as follows:

- Missouri Brain—instead of 'Head'—Injury Advisory Council per HB 464 (2011);
- · Missouri Health Facilities Review Committee-instead of "Commission"; and
- The Missouri Quality Home Care Council was added to the list (it was mistakenly excluded from past lists).

The updated department plan, organizational chart and executive salary schedule are enclosed for your approval.

Sincerely.

MD:BF:tm

Margaret T. Donnelly

Enclosures

c: Lori Strong-Goeka, Office of Administration

www.taath.mo.com

Healthy (Hissouri Lieparthies) of Health and Service Services will be the leader in protoking, protecting and padheding for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLINER: Services provided on a coordiscriminatory basis.

# Department of Health and Senior Services

## 2012 Department Plan

The Department of Health and Senior Services was created by the passage of House Bill 603 in May 2001. The bill transferred the roles and responsibilities of the Division of Aging in the Department of Social Services to the Department of Health, creating the Department of Health and Senior Services is committed to:

- · increasing commitment to and investment in public health;
- · Improving health and health care delivery;
- · ensuring that Missourians are healthy and safe; and
- · operating department programs efficiently and effectively.

The State Board of Health and State Board of Senior Services serve as advisory bodies for activities of the Department of Health and Senior Services. These boards advise the department director in planning for and operating the department, and act in an advisory capacity regarding rules promulgated by the department. Both boards consist of seven members appointed by the Governor with the advice and consent of the Missouri Senate.

Departmental Support Services is responsible for management of the department and administration of its programs and services. It provides a variety of support services for the department, and includes the following units:

- · Division of Administration;
- Office of General Counsel;
- · Office of Governmental Policy and Legislation:
- Office of Human Resources:
- Office of Public Information;
- · Office of Performance Management;
- Office of Primary Care and Rural Health;
- · Office on Women's Health; and
- · Office of Minority Health.

The Division of Community and Public Health is tasked with overseeing the health and welfare of Missourians. Division responsibilities include preventing and controlling the spread of infectious disease; assuring access to healthy environments in homes, child care centers, schools, restaurants, and lodging facilities; coordinating public health emergency preparedness efforts; preventing and reducing the rates of chronic disease; reducing the spread of sexually transmitted disease; improving maternal and child health; and increasing access to food and nutrition resources and promoting healthy living. The division is also the principal unit responsible for the issuance of cartified vital records (death, birth and marriage); and the collection, analysis, storage and dissemination of health data. Programs under this division include:

- · Center for Emergency Response and Terrorism;
- · Center for Local Public Health Services;
- · Office of Financial and Budget Services;
- · Section for Disease Prevention;
- · Section for Environmental Public Health;
- · Section of Epidemiology for Public Health Practice:

Page 1 of 3

- · Section for Healthy Families and Youth
- Section for Community Health and Chronic Disease Prevention;
- · Section for Special Health Services;
- · Séction for WIC and Community Nutrition Services; and
- · State Public Health Laboratory.

The Division of Senior and Disability Services serves as the designated State Unit on Aging, working in partnership with the ten Area Agencies on Aging. It investigates allegations of elder abuse and administers programs designed to maximize independence and safety for adults who are at risk of abuse, neglect and financial exploitation or have long-term needs that can be safety met in the community. Programs under this division include:

- · Bureau of Senior Programs;
- Central Registry Unit;
- . Office of Long Term Care Ombudsman; and
- · Section for Adult Protective and Community Services.

The Division of Regulation and Licensure ensures the quality of a variety of entities including child care facilities; hospitals and ambulatory surgical centers; medical and industrial sources of radiation; home health and hospice providers; long-term care facilities including residential care, intermediate care and skilled nursing facilities; emergency medical services; and pharmacies and persons authorized to prescribe or dispense controlled substances. Programs under this division include:

- · Board of Nursing Home Administrators;
- · Certificate of Need Program;
- · Family Care Safety Registry;
- · Section for Child Care Regulation;
- Section for Health Standards and Licensure; and
- · Section for Long Term Care Regulation.

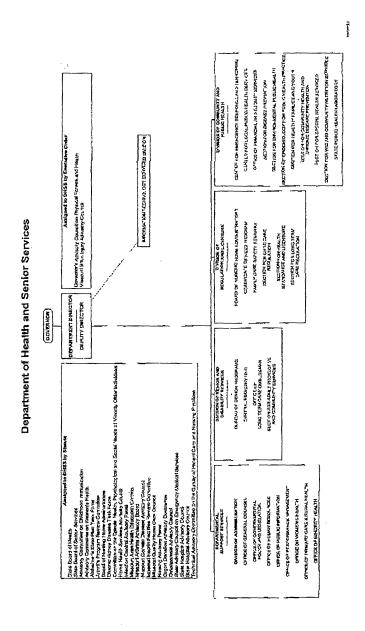
The following Boards and Commissions are assigned to the Department of Health and Senior Services by statute or executive order:

- · State Board of Health;
- . State Board of Senior Services;
- · Advisory Committee on Childhood Immunization;
- · Advisory Committee on Women's Health;
- · Alzheimer's State Plan Task Force;
- · Arthritis Program Review Committee;
- · Board of Nursing Home Administrators;
- · Chronic Kidney Disease Task Force;
- Commission on the Special Health, Psychological and Social Needs of Minority Older Individuals:
- · Governor's Advisory Council on Physical Fitness and Health;
- · Home Health Services Advisory Council;
- · Infection Control Advisory Panel;
- Missouri Area Health Education Centers Council;
- · Missouri Arthritis Advisory Board;
- · Missouri Genetic Disease Advisory Council;

Page 2 of 3

- Missouri Plaaith Facilities Review Committee;
  Missouri Plaaith Facilities Review Committee;
  Missouri Quality Home Care Council;
  Nürsing Advisory Panel;
  Organ Donation Advisory Committee;
  Osteoporosis Advisory Council;
  State Advisory Council on Emergency Medical Services;
  State Hospice Advisory Council;
  State Hospital Advisory Council; and
  Technical Advisory Committee on the Quality of Patient Care and Nursing Practices.

Page 3 of 3



# DHSS EXECUTIVE PAY RANGES - FY13

# DEPARTMENT OF HEALTH AND SENIOR SERVICES EXECUTIVE SALARY SCHEDULE

		Salary	Range		
Exec. Level	Range	Minimum	Maximum	Title	
	44	\$85,128	\$123,972	Department Director	
11	42	\$78,012	\$113,424	Deputy Department Director	
111	40	\$71,544	\$103,860	Director, Division of Community & Public Health	
111	40	\$71,544	\$103,860	Director, Division of Senior & Disability Services	
111	40	\$71,544	\$103,860	Director, Division of Regulation & Licensure	
١٧	38	\$66,984	\$95,040	Director, Division of Administration	
VI	31	\$48,132	\$69,996	Director, Certificate of Need	
VI	31	\$48,132	\$69,996	Director, Board of Nursing Home Administrators	



# GOVERNOR OF MISSOURI

Jeyfrrson Gity

65102

P.O.Box 780 (570) 751-9232

The Honorable Robin Camuhan Secretary of State
Capitol Building, Room 208 Jefferson City, Missouri 65101

JEREMIAN VAJA TINIKOK Governih

Dear Secretary Camahan:

The attached revised departmental plan for the Department of Insurance, Financial Institutions and Professional Registration dated October 22, 2012 is hereby submitted in accordance with Section 1.6(2) of the Onnibus State Reorganization Act of 1974,

Ailachment

APPROVED:

www.governor.nio.gov

Jeremiah W. (Jay) Niam Governor State of Missouri



Department of Insurance Financial Institutions and Professional Registration John M. Huff, Director

# Memo

lo:

Douglas H. Nelson, Acting Commissioner

Office of Administration

From:

John M. Huff, Director

Department of Insurance, Financial Institutions and Professional Registration

Date:

10/22/2012

Re:

Department Organization Structure Update

Please find attached the organizational plan for the Department of Insurance, Financial Institutions and Professional Registration. This organization plan submittal includes the following changes:

- The Division of Administration is also responsible for the licensing of surety recovery agents, motor vehicle service contract providers & producers and portable electronics insurance providers. This was added to our organization plan description.
- · The Workers' Compensation Determination Review Board was added.
- The Insurance Company Regulation Division is also responsible for monitoring the financial condition and the licensing of captive insurance companies. This was added to our organization plan description.
- . The pay range for executive level IV minimum amount was updated to reflect the amount approved in the FY13 budget for the statewide pay plan.

If you have any questions about this plan, please contact Susan E. Cardwell at 526-2938.

Affachment

301 West High Street, Room 630, P.O. Box 690 . Jefferson City, Missouri 65102-6690. Telephone 578/751-4126 . TDD 1-573-526-4546 (Hearing Impaired) vog con his www.light

Jeremiah W.(Jay) Nixon Governor Siste of Missouri



Department of Insurance Financial Institutions and Professional Registration John M Huff Director

# ORGANIZATION PLAN AND CHART

The Department of Insurance, Financial Institutions and Professional Registration ("DIP") is charged with the administration and execution of laws relating to insurance in Chapters 325 and 374 through 385, RSMo, health service organizations and health maintenance organizations in Chapter 354, RSMo, insurance-related provisions in the workers' compensation law in Chapter 287, the tort laws in Chapter 537, RSMo, laws relating to finance in Chapters 361 through 369 and 371, RSMo, credit unions in Chapter 370, RSMo, and the regulation of numerous professions under Chapters 209, 214, 256, 324, 326 through 346, 436 and 620, RSMo.

The head of DIFP is a director appointed by the Governor with the advice and consent of the Senate under the authority of Section 374.020, RSMo. The director is assisted by a deputy director and by seven division directors carrying out various regulatory and administrative responsibilities.

Three divisions primarily relate to the monitoring of insurance markets and the functional regulation of participants in those markets:

Consumer Affairs Division - This division assists the general public in resolving complaints against insurance companies and producers, providing information to consumers and investigating complaints of insurance fraud and unfair claims settlement practices.

Insurance Market Regulation Division – This division protects the interests of Missouri's insurance-buying consumers by routinely reviewing insurance contracts and examining insurance offices to ensure companies are conducting business in compliance with state laws and regulations.

Insurance Company Regulation Division – This division administers the admission of insurance companies into the Missouri market and monitors the financial condition of all Missouri based insurance companies. This division is also responsible for monitoring the financial condition and the licensing of captive insurance companies.

These three divisions are led by division directors appointed by the DIFP director. The primary responsibility of the deputy director is the administration of the three insurance-related divisions.

Two divisions relate to the function of regulating participants in the business of finance:

Division of Finance. This division is responsible for the incorporation and regulation of state-chartered hanks, trust companies, savings banks and other entities in the Missouri finance market and monitors the activity of participants in the linance markets.

301 West High Street, Room 530, P.O. Box 650 · Jelkroom City, Missouri 65102-0650 ·
Telsphone 573/751-4126 · TDD 1-572-526-4536 (Hearing Impained)
http://www.difp.mo.gov

Division of Credit Unions - This division administers the entry of credit unions into the Missouri finance market and monitors the activity of those participants in the finance markets.

The sixth division is the Division of Professional Registration. Professional Registration is charged with protecting the public by licensing qualified professionals, enforcing professional standards and maintaining communication with the licensed professionals. The division coordinates the efforts of 40 regulatory boards and commissions.

The sevenili division in DIPP is the Administration Division. This division is responsible for the general operation and support within the department, including budgeting, human resources, fiscal management and strategic planning. The division is also responsible for the licensing of insurance producers operating within the state as well as public adjusters, bail bondsmen, surety recovery agents, surplus line brokers, motor vehicle service contract providers & producers and portable electronics insurance providers. This division is led by a division director appointed by the DIFP director.

The Director of DIFP also receives assistance from a public information officer, a legislative coordinator, a legal section which provides legal advice to the director and prosecutes administrative and civil enforcement actions; and a receivership section that supervises insolvent insurance companies placed into court receivership.



Jeremiah W. (Jay) Nixon Governur 1 State of Missouri Department of Insurance Financial Institutions and Professional Registration John M. Hulf, Director

Division of Professional Registration Board/Commission Listing

Behavior Analyst Advisory Board

Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects

Board for Respiratory Care

Board of Accountancy

Board of Chiropractic Examiners

Board of Cosmetology and Barber Examiners

Board of Embalmers & Funeral Directors

Board of Examiners for Hearing Instrument Specialists

Board of Geologist Registration

Board of Nursing

Board of Occupational Therapy

Board of Optometry

Board of Pharmacy

Board of Podiatric Medicine

Board of Private Investigator and Private Fire Investigator Exuminers

Doard of Registration for the Healing Arts

Board of Therapeutic Massage

Committee for Professional Counselors

Committee for Social Workers

Committee of Dictitians

Committee of Interpreters

Committee of Psychologists

Dental Hoard

Interior Design Council

Missouri Acupuncturist Advisory Committee

Missouri Advisory Commission for Anesthesiologist Assistants

Missouri Advisory Commission for Clinical Perfusionist

Missouri Advisory Commission for Dental Hygienists

Missouri Advisory Commission for Physician Assistants

Missouri Advisory Commission for Professional Physical Therapists

Missouri Advisory Commission for Speech-Language Pathologists & Audiologists

Missouri Athletic Trainer Advisory Committee

Office of Athlete Agents

Office of Athletics

Office of Endowed Care Cemeteries

Office of Tattooing, Body Piercing & Branding

Real Estate Appraisers Commission

Real Estate Commission

State Committee of Marital & Family Therapists

Veterinary Medical Board

391 West High Street. Room 530, P.O. Box 650 · Josharson Caty, Missouri 65102-6690 Telephone 573/751-4126 · TDD 1-573-525-4336 (Hearing Impaired) http://www.disp.rm.gov

# APPENDIX C - DEPARTMENTAL PLANS



Joremiah W. (Jay) Nixon Governor 1 State of Missouri Department of Insurance Financial Institutions and Professional Registration John M. Huff, Director

<u>Division of Finance Board/Commission Listing</u> State Benking and Savings and Loan Board Residential Mortgage Board

<u>Division of Credit Unions Board/Commission Listing</u> Credit Union Commission

Insurance Divisions Board/Commission Listing
Workers' Compensation Determination Review Board

301 West High Street, Room 550, P.O. Box 650 · Jefferson City, Missouri 65102-0690-Telephosa 573/761-4126 · TDD 1-473-326-4588 (Hearing Impuired) http://www.difp.no.gov

# Oct. 4, 2012 Exemination Section Consumer Credit Section Mortgage Licensing Section OFF 's organizational Examination Section Continunications Director Legislative Coordinator Investigations Section Legal Section Budget/ Legislation Section Human Resources Section Human Resources Section Insurance Licensing Section Fiscai Services Section Budget Section Investigation's Section Consumer Services Section Receivership Semion Enforcement Section Property and Casualty Section Life and Healthcare Section Market. Conduct Section Financial Exemination Section Captive Insurance Section Financia: Analysis Section Texation Section

# DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION SALARY SCHEDULE

Executive	,	FY2013 Salary Range		
Level	1ite	Minimum	Maximum	
	Department Director	\$85,128	\$123,972	
Ħ	Deputy Director/General Counsel	\$78,012	\$113,424"	
	Division Director, Consumer Affairs	\$58,934	\$95,040	
	Division Director, Credit Unions**		\$85,991	
	Division Director, Finance**		\$105,372	
	Chief Financial Examiner, Insurance Company Regulation		\$104,674	
	Division Director, Insurance Market Regulation	\$66,884	\$95,040	
	Division Director, Professional Registration	\$66,984	\$95,040	
IV	Division Director, Administration	\$66,984	\$95,040	

"Also imm authorized to be \$1,000 less than the Director's salary, per Section 374,120, R6Mo.
"These positions are exempt from the Uniform Classification and Pay System (UCP), pursuant to execute at 0 flows 818,379 and Servate 818,318 (TAFP 2005).



GOVERNOR OF MISSOURI

Jefverson City

JEREMLAH WATAY) KIXON ROMERUN 65102

P.O.Box 790 (576) 751-0212

The Honorable Robin Carnaban Secretary of State Capitol Building, Room 208 Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Labor and Judustrial Relations dated October 31, 2012 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

GOVERNOR

DATE

\_\_\_\_\_

SECRETARY OF STATE

мям волешет про вел



ST End Franks Steen PD Box 504
seffered City MC 05180-1556
sex 515-151-4135

- G. -

ARENANY UNINASA Tamba

TO CHARLE BY . .

October 31, 2012

Doug Nelson Acting Commissioner of Administration Capitol Bullding, Room 125 Jefferson City, MO 65102

Dear Commissioner Nelson:

In accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974, the Department of Labor and industrial Relations submits its department plan, including executive pay plan and organizational chart. The plan accurately reflects the composition of the Department at this time.

During the 2012 Senate appropriation process, the budget committee transferred the Martin Luther King, Jr. State Celebration Commission from the Office of Administration to the Missouri Commission on Human Rights. In addition, the legislature passed House Bill 1807, authorizing the "I Have A Dream" specialty license plate. A person who contributes \$25 to the newly created MLK, Jr. State Celebration Commission Fund may receive one of these specialty plates.

If you have any questions, please contact me or Tammy Cavender, Director of Administration, at 751-3977.

Sincoratu

LAWRENCE RE Director

Enclosures

Lori Stong-Goeke

Helay Missouri 800-735-2066

# DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

# ORGANIZATIONAL PLAN

The Department of Labor and Industrial Relations (department) was created by Article IX section 49 of the Missouri Constitution. Operating under the authority of Chapter 286 RSMo, and others, the department promotes economic security, fosters safe and healthy workplaces and enforces labor and anti-discriminatory laws.

The Department is comprised of the Labor and Industrial Relations Commission and five divisions: (1) The Division of Employment Security; (2) The Division of Workers' Compensation; (3) The State Board of Mediation; (4) The Division of Labor Standards; and (5) The Missouri Human Rights Commission.

# DEPARTMENT MANAGEMENT

The Labor and Industrial Relations Commission (commission) shall be in charge of the Missouri Department of Labor and Industrial Relations as provided by Section 49, Article IV of the Missouri Constitution. The commission consists of three members appointed by the governor with the advice and consent of the Senate.

The department director is nominated by the commission, appointed by the governor, and confinmed by the Senate. The director is the chief administrative officer of the department. The director appoints the central management staff and some division directors, supervises the departmental agencies and advises the governor and General Assembly on matters relating to labor and industrial relations issues.

The deputy director supervises the departmental agencies and is responsible for the supervision of the administration within the department. The deputy director assists in legislative and budget efforts and performs functions as delegated by the department director.

The office of general counsel prepares legal opinions; advises the director and other management staff; litigates all employment security tax and benefit cases including appeals; assists in the collection of delinquent unemployment contributions; represents the department in matters before the Administrative Hearing Commission, the Equal Opportunity Commission and the Missouri Commission on Human Rights; represents the Missouri Commission on Human Rights in housing discrimination cases; and reviews contracts and leases.

The director of administration is responsible for the department's administrative support and operational functions including financial management, human resources, supply, procurement, research and analysis and administrative services.

# LABOR AND INDUSTRIAL RELATIONS COMMISSION

The Labor and Industrial Relations Commission (commission) is composed of three commissioners and operates under the authority of Chapter 286, RSMo. Each commissioner is appointed to a staggered six year term by the governor with the advice and consent of the Senate. One member of the commission, who must be a licensed Missouri attorney, represents the public. The other two members represent employers and employees, respectively. The governor designates one member as chair. The commission hears appeals from administrative decisions in workers' compensation, unemployment compensation, and tort victims' compensation cases. The commission also hears and decides prevailing wage disputes, in addition, the commission approves or disapproves all rules or regulations proposed by the divisions within the department.

# DIVISION OF EMPLOYMENT SECURITY

The Division of Employment Security (division), operating under the authority of Chapter 288, RSMo, administers the unemployment insurance program in Missouri. The division collects contributions from employers and pays unemployment benefits to individuals who are eligible under the law. Through four claims centers located in Jefferson City, St. Louis, Kansas City and Springfield, unemployed Missouri workers file initial and weekly claims for unemployment compensation by telephone or Internet. A person must have worked in employment covered under the Missouri Employment Security Law and earned enough qualifying wages in order to establish a claim for unemployment benefits. The division also pays federal Emergency Unemployment Compensation to eligible claimants who have exhausted all regular unemployment insurance benefits; pays Trade Readjustment Allowance benefits for those eligible workers who are unemployed as a result of imports or other trade conditions; and pays Disaster Unemployment Assistance benefits to eligible workers who are unemployed as a result of natural disasters as designated by the federal government. This program also audits claims for potential fraud, and establishes and collects overpaid unemployment insurance benefits.

Detailed wage records are kept on every worker reported by employers on the quarterly contribution and wage report in order to calculate benefits. The division establishes employers' unemployment insurance tax accounts; processes the quarterly contribution and wage reports; makes all accounting transactions in regard to employers' accounts, including benefit charges; conducts federally mandated audits; makes determinations in regard to the proper reporting of workers and workers wages; collects definquent contributions (faxes) and contribution and wage reports; and calculates employers' annual tax rates

# DIVISION OF WORKERS' COMPENSATION

The Division of Workers' Compensation (division), operating under the nuthority of Chapter 287, RSMo, administers Missouri's Workers' Compensation Law. The division's primary function is to provide prompt and equitable resolutions of all cases involving work-related injuries and occupational diseases. The program also provides mediation services to resolve disputed issues between an employee and an employer or insurer. It oversees payments of rehabilitation of seriously injured workers, resolves disputes concerning the reasonableness of medical fees and charges, reviews and approves applications by employers or group trusts for self-insurance authority, investigates allegations of workers' compensation fraud and noncompliance, and collects surcharge payments to and processes benefit payments from the Second Injury Fund.

The program also administers the Tort Victims' Compensation program and the Line of Duty Compensation Fund (due to passage of HB 580 in 2009), which provides a \$25,000 benefit to the estate of any public safety officer killed in the line of duty.

# STATE BOARD OF MEDIATION

The State Board of Mediation is a quasi-judicial board created by the General Assembly in 1947. This five-member board is appointed by the governor. Two members are employers or selected from an association representing employers. The other two members hold membership in a bona lide trade or labor union. The lifth member is a neutral party who serves as full-time chair and executive director of the agency.

The Board of Mediation regulates the labor relations of public utilities and determines appropriate bargaining units of public employees, based on the respective community of interests. The Board of Mediation also conducts elections to determine the representation status of petitioning bargaining units.

# DIVISION OF LABOR STANDARUS

The Division of Labor Standards, operating under the authority of Chapters 290, 291, 293, and 294 RSMo, consists of four sections: Wage and Hour, On-Site Safety and Health Consultation, Mine and Cave Safety and Health, and the Workers' Safety Program. The division's responsibilities include issuing child labor work permits, assisting the public with issues relating to wage, hours and dismissal rights, investigating child labor, prevailing wage and minimum wage complaints and ensuring safe and healthy workplaces through inspections and consultations.

# COMMISSION ON HUMAN RIGHTS

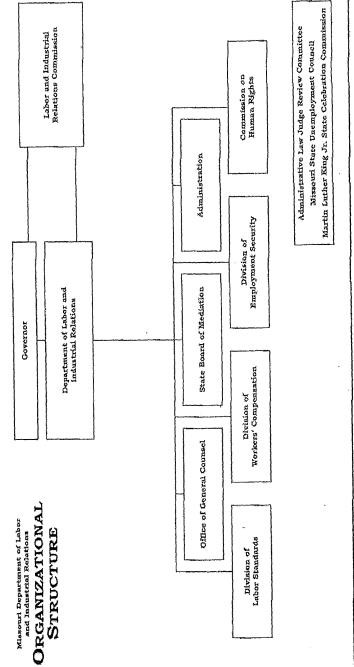
The Missouri Commission on Human Rights (MCHR), operating under the authority of Chapter 213 RSMo, provides equitable and timely resolution of discrimination claims through the enforcement of the Missouri Human Rights Act. The commission also advises, recommends and implements ways to prevent and eliminate discrimination.

The MCHR oversees the Martin Luther King, Ir. State Celebration Commission. The commission was established by Executive Order 85-19 to consider and recommend to individuals and organizations appropriate activities for the recognilion and celebration of MLK, Ir. Day in Missouri.

# C-64 APPENDIX C-DEPARTMENTAL PLANS

# Missouri Department of Labor and Industrial Relations Boards and Commissions

- Administrative Law Judge Review Committee
- · Labor and Industrial Relations Commission
- · Missouri Commission on Human Rights
- · Missouri State Unemployment Council
- · State Board of Mediation
- Martin Luther King, Ir. State Celebration Commission



626 Missourl Department of Labor and Industrial Relations

# Department of Labor and Industrial Relations Executive Pay Plan Fiscal Year 2013

Title	FY 2013 Salary Range Minisium Maximum		
Department Director	\$85,128	\$123,972	
Deputy Director	\$78,012	5113,424	
Director, Division of Employment Security	\$71,544	\$103,860	
Director, Division of Administration*		\$85,128	
Director, Division of Lubor Standards	\$66,984	\$95,040	
Executive Director, MO Commission on Human Rights	\$66,984	\$95,040	
Executive Director (Chair), State Board of	\$54,360	\$76,284	
Mediation			
Director, Division of Workers' Compensation*		\$112,172	
Labor and Industrial Relations Commission*		\$105,070	

<sup>\*</sup> Note — these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2012.



GOVERNOR OF MISSOURT

MOXIMITALLY, WHATMAN

Jefferson City 65102

P.O. Box 780 (673) 781-3222

The Honorable Robin Carnahan Secretary of State Capitol Building, Room 208 Jefferson City, Missouri 65101

Dear Secretary Camahan:

The attached revised departmental plan for the Department of Mental Health dated October 31, 2012 is hereby submitted in accordance with Section 1.6(2) of the Onmibus State Reorganization Act of 1974.

Attachment

APPROVED:

ATTEST:

SECRETARY OF STATE

WWw.govemor.mo.gov

JEREMIAH W. (JAY) NIXON

KEITH SCHAFER, Ed.D. 1



# STATE OF MISSOURI

# DEPARTMENT OF MENTAL HEALTH

1768 EAST ELM STREET
P.O. BOX 687
LEFFERSON CITY, MISSOURI ES102
(373) 761-4122
(373) 761-4224 FAX
WWW.GOD LIPO 622

October 31, 2012

MENTAL HEALTH COMMISSION

KATHY CARTER GURRERSON DENNIS TESREAU SELECURY GARY DUNCAN STEVE ROLING NEVA THURSTON DAVID L. VLACH, M.O.

Mr. Doug Nelson Acting Commissioner Office of Administration Room 125, State Capitol Jefferson City, MO 65102

Dear Doug:

Enclosed please find the Department of Mental Health's current organizational chart and salary schedule for executive and administrative positions.

In November 2009, the Division of Alcohol and Drug Abuse and the Division of Psychlatric Comprehensive Center were placed under one director in order to explore the feasibility and appropriateness of uniting them into a single division. Since then, nearly two years of administrative consolidation has reduced overall costs, eliminated program redundancy, and improved efficiency.

With approval, the two divisions will become the Division of Behavloral Health, which will provide integrated systems planning, implementation, and continuous quality improvement in the delivery of mental health and substance use disorder prevention, treatment, and recovery services in Missouri.

Keith Schafer, Ed.D. Director

An Equal Opportunity Employer, services provided on a nondiscriminatory basis,

# Department of Mental Health

The Department of Mental Health was officially established on July 1, 1974 as a cabinet-level state agency by the Omnibus State Government Reorganization Act; however, its functions date back to 1847. The Department serves as the state's Mental Health Authority, establishing philosophy, policy and standards of care.

State law provides three principal missions for the Department: (1) the prevention of mental disorders, developmental disabilities, substance abuse, and compulsive gambling; (2) the treatment, habilitation, and rehabilitation of Missourians who have those conditions; and (3) the improvement of public understanding and attitudes about mental disorders, developmental disabilities, substance abuse, and compulsive gambling.

The vision for the Missouri Department of Mental Health is "Hope, Opportunity, Community Inclusion - Missourians receiving mental health services will have the opportunity to pursue their dreams and live their lives as valued members of their communities". Missourians must know that mental illness is treatable, that persons with substance abuse problems can triumph over their addictions, and that persons with developmental disabilities can be productive citizens and good neighbors in their communities.

# Mental Health Commission

The Commission, composed of seven members, appoints the Director of the Department of Mental Health with confirmation of the Senate. Commissioners are appointed to four-year terms by the Governor, again with the confirmation of the Senate. Commissioners serve as policy advisers to the Department Director.

The Commission, by law, must include an advocate of community mental health centers, a physician who is an expert in the treatment of mental illness, a physician concerned with developmental disabilities, a member with business expertise, an advocate of substance abuse treatment, a citizen who represents the interests of consumers of psychiatric services and a citizen who represents the interests of consumers of developmental disabilities services.

# Office of the Director

The seven-member <u>Missouri Mental Health Commission</u> serves as the principal policy advisory body to the Department Director. The Director's duties include planning, supervising and evaluating the provision of services for Missourians with mental illness, developmental disabilities and addiction disorders. The Department of Mental Health (DMH) is comprised of three <u>program divisions</u>; the Division of Alcohol and Drug Abuse, Division of Comprehensive Psychiatric Services, and the Division of Developmental Disabilities, and several support offices.

DMH serves approximately 170,000 Missourians annually through state-operated facilities and contracts with private organizations and individuals. The state-operated psychiatric facilities include inpatient psychiatric care for adults and children, and services provided for court appointed offenders to the Sexual Offender Rehabilitation Treatment Services unit. In addition, six habilitation centers and 11 regional centers serve individuals with developmental disabilities. Other services are purchased from a variety of privately operated programs statewide through approximately 1,800 contracts managed annually by DMH.

# **Deputy Director**

The Office of the Deputy Director provides the leadership and direction for a variety of department-wide and statewide functions that support program operations and services to DMH consumers. These include supervisory responsibility for the department's Office of Administration, General Counsel, Human Resources, Deaf Services, and the Investigations Unit.

The Deputy Director also co-supervises the Assistant to the Director position in relation to the oversight of Consumer Safety and Disaster Readiness. The Deputy Director also leads special projects at the Department Director's discretion.

# Division of Behavioral Health

The Division of Behavioral Health (DBH) provides comprehensive mental health and substance use disorder prevention, treatment, and recovery services in Missouri. The Division is responsible for seven adult psychiatric facilities, two children's facilities, and a statewide network of contracted community providers. About 130,000 people receive behavioral health services each year from programs operated or contracted by the Division.

The Division oversees nine state-operated facilities for people with serious mental illness and children with severe emotional disturbances. Seven of those facilities are hospitals that are fully accredited by The Joint Commission (TJC). The facilities include Fulton State Hospital; St. Louis Psychiatric Rehabilitation Center; Metropolitan St. Louis Psychiatric Genter; Hawthorn Children's Psychiatric Hospital; St. Louis, Center for Behavioral Medicine; Kansas City, Northwest Missouri Psychiatric Rehabilitation Center; St. Joseph, Southeast Missouri Mental Health Center; Farmington, Cottonwood Residential Treatment Center; Cape Girardeau, and Southwest Missouri Psychiatric Rehabilitation Center; El Dorado Springs. The sexually violent predator treatment program operates in secure facilities in both Farmington and Fulton.

Forensic services are provided for evaluation, treatment, and community monitoring of individuals with mental illness and developmental disabilities who are involved in the criminal justice system and under the order and direction of circuit courts. The Division supervises about 400 forensic clients on conditional release statewide and conducts an average of 650 pretrial evaluations each year.

Community-based treatment is provided through contracted, certified agencies that serve children, youth, and adults. Administrative Agents are designated by state law as entry points into the mental health system for people with serious mental illness. Services provided by Division contractors include the Community Psychiatric Rehabilitation Program (CPRP) for adults with serious mental illness and youth with serious emotional disturbances, and the Comprehensive Substance Treatment and Rehabilitation (CSTAR) Program, which provides general adult treatment as well as specialized services for pregnant and postpartum women, women with children, adolescents, and individuals who are addicted to heroin or prescription opiates. Other statewide programs include the Disease Management 3700 project, the Health Home initiative, and the Substance Abuse Traffic Offender Program (SATOP). Outpatient treatment for compulsive gamblers and their families is provided by contracted agencies that employ specially trained counselors.

Specialized services for children and youth with severe emotional disturbances are provided in a variety of settings, including schools, state-operated facilities, and community-based programs.

Recovery services support individuals in recovery from serious mental illness or severe substance use disorders. They include employment programs and affordable housing options, as well as Consumer Operated Service Programs (COSPs), and other evidence-based peer services.

Substance abuse prevention and mental health promotion are offered through community- and school-based providers that target individuals, families, and communities. Emphasis is placed on evidence-based programs and practices. There is a network of community coalitions, a statewide training resource center, regional support centers, direct service programs for high risk-youth, college-based services, school-based prevention, and intervention programs as well as other statewide initiatives including suicide prevention, crists intervention training for law enforcement, tobacco cessation, and Mental Health First Ald.

# Division of Developmental Disabilities

The Division of Developmental Disabilities (DD), established in 1974, serves persons with developmental disabilities such as mental retardation, cerebral palsy, head injuries, autism, epliepsy, and certain learning disabilities.

Such conditions must have occurred before age 22 with the expectation that they will continue. To be eligible for services from the Division, persons with these disabilities must have substantial functional limitations in two or more of the following six areas of major life activities; self-care, receptive and expressive language development and use, learning, self-direction, capacity for independent living or economic self-aufficiency, and mobility.

The Division's focus is on improving the lives of persons with developmental disabilities and their families through programs, supports, and services to enable persons with developmental disabilities to live independently and productively. In 1988, the Division began participation in the Medicaid home and community-based walver program designed to help expand needed services throughout the state.

Specialized services are either provided directly or purchased through contracts by 16 entitles operated by the Division. The Division's 11 regional offices are the primary points of entry into and exit from the system.

The regional offices determine eligibility, provide service coordination and work with individuals, families, and contract with Senate Bill 40 Boards, Affiliated Community Service Providers (ACSP), and private providers for the provision of a comprehensive array of services in the following areas: Albany, Central Missouri, Hannibal, Joplin, Kansas City, Kirksville, Poplar Bluff, Rolla, Sikeston, Springfield, and St. Louis.

There are also five state operated habilitation centers, Bellefontaine Habilitation Center, Higginsville Habilitation Center, Marshall Habilitation Center, Southeast Missouri Residential Services, and St. Louis DDTC, which primarily provide residential care and habilitation services to persons who are medically and behaviorally challenged, or court committed. All habilitation centers are Title XIX certified as Intermediate Care Facilities for the Mentally Retarded (ICF/MR).

There are five state operated community programs through the home and Community Based Waiver. Those include Northwest; Higginsville, Southwest; Nevada, Southeast, Sikeston and Poplar Bluff, and Marshall.

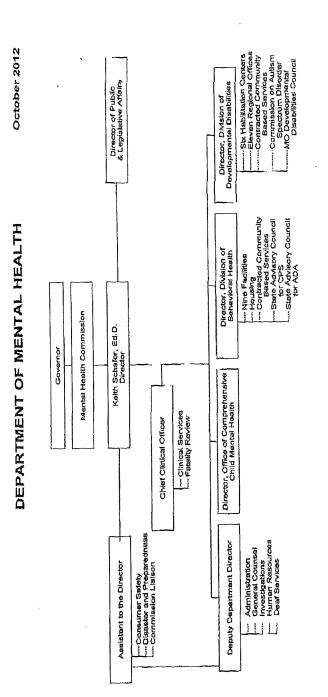
# Assigned Boards and Commissions

The Commission on Aulism Spectrum Disorders was established in August 2009 per RSMo 633.200. The Commission is housed within the Department of Mental Health (with direct oversight from the Division of Developmental Disabilities). The Commission shall advise and make recommendations to the Governor, General Assembly, and relevant state agencies regarding matters concerning all state levels of autism spectrum disorder services, including health care, education, and other adult and adolescent services. The Commission is comprised of 24 members and shall consist of a broad representation of Missouri citizens, both urban and rural, who are concerned with the health and quality of life for individuals with autism spectrum disorder. The members of the Commission, other than the members from the General Assembly and ex-officio members, are appointed by the Governor with the advice and consent of the Senate.

The Missouri Developmental Disabilities Council was created in 1971 under faderal legislation. The Council's federal mandate is to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity, and integration into communities. The Council also serves, under Missouri statule, as the Missouri Advisory Council on Mental Retardation, and Developmental Disabilities, providing advice to the Division and its Director. The council consists of up to 25 members that are appointed by the Governor. Additionally, Missouri statute allows the Director of the Division of DD to establish Regional Developmental Disabilities Advisory Councils in any of the regions of the state to advise and participate in the development of regional plans of programs and supports and services for persons with developmental disabilities. The regional councils may have up to 20 members who reside in the region and serve staggered three-year terms. The council members are appointed by the Division Director.

The Missouri Advisory Council on Alcohol and Drug Abuse was established in state statute in 1980 to serve as an advisory body to the Division of Alcohol and Drug Abuse on policy, prevention, and treatment activities in the state of Missouri. The council is comprised of up to 25 members appointed by the Division Director. Members have professional, research, and/or personal interest in the delivery of substance abuse prevention and treatment services.

The State Advisory Council for Comprehensive Psychiatric Services was first established in 1977 by Governor's executive order. Members are appointed by the Director of the Comprehensive Psychiatric Services. The Council is comprised of 25 members who advise and make recommendations on the development and coordination of a statewide interagency/interdepartmental system of care for children/youth with serious emotional disorders, and persons with mental illness and their families. Council members are primary consumers, family members, service providers, and state agency representatives. The Council by-laws state the Council will: (1) advise the Division in the development of models of services, long range planning and budgeting priorities; (2) identity statewide needs, gaps in services, and movement toward filling gaps; (3) provide education and information about mental health issues; and (4) monitor, evaluate, and review the allocation and adequacy of mental health services within the state.



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# FY 2013 - July 1, 2012 Salary Range

DEPARTMENT OF MENTAL HEALTH	Executive			
	Pay Level	Low	-	High
Department Director (Non-Physician)*:	1	\$85,128.00	-	\$123,972.00
Deputy Department Director;	ıı	\$78,012.00		\$113,424 00
Chief Clinical Officer (Board Certified Psychiatrist) **:			•	\$174,383,12
Director, Division of Behavioral Health:	111	\$71,544.00		\$103,860.00
Director, Division of Developmental Disabilities:	111	\$71,544.00		\$103,860.00
Deputy Director for Administration:	ıv	\$66,984.00		\$95,040.00
Deputy Director for Human Resources:	Įγ	\$56,984.00		\$95,040.00

<sup>\*</sup>Appropriated amount - State Mental Health Commission sets salary.

<sup>&</sup>quot;'Actual Salary – currently over the Executive Level III range due to the employee being a board certified Psychiatrist. An exception to the current executive pay plan assignment was recommended by the Personnel Advisory Board and approved by the Commissioner of Administration. The salary range for Executive Level III remains in effect when the incumbent is not a board certified Psychiatrist.



# GOVERNOR OF MISSOURI

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P.O.Box 720 (570) 761-0220

The Honorable Robin Camahan Secretary of State Capitol Building, Room 208 Jefferson City, Missouri 65101

Dear Secretary Camahan:

The attached revised departmental plan for the Department of Revenue dated September 26, 2012 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

GOVERNOR

DATE

ATTEST

SECRECARY OF STATE

www.govethue.mo.gov

JEREMIAH W. (JAY) NIXON KOYERIDA



ALANA M. BARRAGÁN-SCOTT Director of Pevenae

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September 26, 2012

Mr. Doug Nelson, Acting Commissioner Office of Administration State Capitol Building, Room 125 Jefferson City, MO 65101

Dear Mt. Nelson:

In compliance with the Orunibus State Reorganization Act of 1974, Section 1.6(2), I submit the Missouri Department of Revenue's reorganization plan for Governor Nixon's approval.

The Department of Revenue serves as the central collection agency for all state and non-state revenues. In addition to collecting taxes, the Department titles and registers vehicles, and license drivers. The proposed reorganization helps ensure the divisions of the Department can perform their duties effectively and efficiently.

The change involves the Department's Internal Compliance Bureau. Last year, that bureau was moved from the Administration Division to the Legal Services Division as part of a larger restructuring within Legal Services. Internal Compliance performs internal department audits, as well as audits of the license offices around the state. When Legal Services split its criminal investigative work into two new bureaus last year—one to focus on tax fraud, and the other to focus on motor vehicle, dealer, driver licensing, cigarette and internal matters—the Internal Compliance Bureau was merged with the latter and became part of the Compliance and Investigation Bureau within the Legal Services Division.

Therefore, the Department has updated its organizational structure in the Legal Services and Administration Divisions as follows:

- Legal Services Division
  - Compliance and Investigation Bureau (updated by the addition of the former Administration Division, Internal Compliance Bureau, and placement of criminal tax investigative work in its own buteau)

Mr. Doug Nelson, Acting Commissioner September 26, 2012 Page 2

- O Criminal Tax Investigation Bureau (new)
- o General Counsel's Office (no change)
- Administration Division
  - o Internal Compliance Bureau (muved to the Legal Services Division, Compliance and Investigation Bureau)
  - o Financial and General Services Butcau (no change)
  - o Personnel Services Bureau (no change)
  - o Department Director's Office (no change)

A narrative description of the organization of the Department's primary duties is enclosed. Organizational charts are also enclosed.

If you have any questions or need additional information, please contact the at 751-5671.

Sincerely,

AMB/1.B/j2

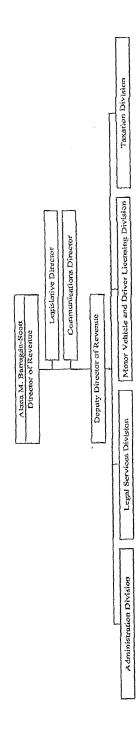
Knclosures

# Nattative Description of Missouri Department of Revenue Organizational Structure

The Missouri Department of Revenue was created under the 1945 Missouri Constitution to serve as the central collection agency for all state and non-state revenues. Presently, the primary duties of the Department are to collect state and local taxes, title and register motor vehicles, and license drivers. The Department consists of four divisions—Taxation, Motor Vehicle and Driver Licensing, Legal Services, and Administration.

- Taxation. This division administers Missouri's tax laws and collects revenue
  due the state and local taxing jurisdictions. It also conducts field audits of
  husinesses required to pay taxes to the state of Missouri.
- Motor Vehicle and Driver Licensing. This division administers Missouri laws relating to the licensing of drivers, and the titling and registration of motor vehicles, all terrain vehicles, trailers, manufactured homes, and marine-craft. It also directs the operations of the contract license offices throughout the state and awards offices through a competitive hid process.
- Legal Services. This division represents the Department in court
  proceedings involving state taxation and transportation laws. It also
  investigates complaints, performs internal and license office audits, and
  develops information leading to the prosecution of individuals or businesses
  violating state statutes.
- Administration. This division provides service and administrative support to
  the Department in the areas of personnel, accounting, procurement, mail
  processing, record storage, form development, and training.
- Assigned Commissions (Type III agencies)
   State Lottery Commission
   State Tax Commission





Separtment of Revenue September 26, 2012

# MISSOURI DEPARTMENT OF REVENUE EXECUTIVE PAY PLAN

Title	P	Salary Range		
1100	Title Executive Level		Maximum	
Department Director	1	\$85,128	\$123,972	
Deputy Director	Įl	\$78,012	\$113,424	
Taxation Division Director	In	\$71,544	\$103,860	
Motor Vehicle and Drivet				
Licensing Division Director	17	\$66,984	\$95,040	
Legal Services Division	T			
Director	IV	\$66,984	<b>\$</b> 95,040	
Administration Division				
Director	ΙΫ	\$66,984	\$95,040	
Executive Director, State				
Lottery Commission	11	\$78,012	\$113,424	
State Tax Commissioners*			\$105,069	

<sup>\*</sup> Note - these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2012.